STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Heavy Equip Mech Leadwrkr	Division of Equipment/Maintenance & Repair/Shop 10/3234	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Heavy Equipment Mechanic Leadworker	932-030-6831-XXX	8/6/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Working at the Department of Transportation, within the Division of Equipment (DOE), the incumbent will work in a shop environment, under the direction of a Caltrans (CT) Highway Mechanic Supervisor, acting in a lead capacity to a group of CT Heavy Equipment Mechanics, Automobile Mechanics, Helpers and Apprentices, makes accident damage estimates and job orders on incoming jobs, assigns jobs, checks work, gives instructions, aids with difficult mechanical problems, and performs hands-on work in the construction, inspection, diagnosis, repairing and servicing of automobiles, trucks, tractors, personnel hoists, spray equipment, loaders, graders, snowplows, pumps, air compressors, diesel and gasoline engines and similar equipment used in the Caltrans fleet. Completes various repair records and reports, uses computer equipment to input and retrieve data and does other related work. Incumbent will assume responsibility for reasonable safeguards, proper use and handling of materials, equipment and facilities. Must possess a valid class C driver's license. Job assignments may be subject to travel, rotation, changes of shift, work hours and workdays.

CORE COMPETENCIES:

As a CT Heavy Equip Mech Leadwrkr, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action - Pride, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Employee Excellence - Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Collaboration)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity, Employee Excellence - Collaboration, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Climate Action - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety - Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description

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25%	E	Responsible for the intake process by receiving and scheduling repair work, estimating completion dates, making accident and repair estimates and shop job orders. Establishes work priorities and assigns and checks mechanic's work on equipment fleet. Verifies completeness and accuracy of paperwork and make recommendations to supervisor regarding employee training and performance. Inspects commercial repair. Assists with difficult mechanical problems. Promotes security of shop tools and repair parts. Provides customer service and communication with various programs and vendors for scheduling repairs and preventative maintenance on the Department's fleet.
25%	E	Using the Department's Fleet Maintenance Management software, retrieves job orders and job order detail reports, preventative maintenance scheduling. Completes various repair records such as labor and repair tasks for repairs, services completed on all vehicles and motorized equipment, preventative maintenance As necessary, provides operator and mechanic instruction and training in the proper methods and processes necessary to perform equipment repair, inspection and preventive maintenance.
20%	E	Diagnoses appropriate services and repairs for equipment using various systems found on the Department's heavy equipment and automotive fleet. Performs the more difficult repair work or coordinates repair efforts. Utilizes diagnostic software and hardware such as Caterpillar ET, Cummins Insite, Allison Software, Service Maxx Pro, ECS Trap Software, Donaldson Trap Software, Navistar, Snap-On NEXIQ Pro-Link iQ, laptop and scanner to recover diagnostic trouble codes and communicate with the vehicles on board computers. The data received is analyzed and aids in the repair of systems such as electronic controls, fuel delivery, emission control system, air brake systems, hydraulic brake systems, and computer controlled automatic and manual transmissions, high voltage generators, propane powered equipment, and Compressed Natural Gas (CNG) powered equipment and Electric powered equipment, hybrid powered systems, pneumatic systems, hydrostatic drive systems, chemical spray systems and paint systems.
20%	E	Performs preventative maintenance inspections and repair activities on various pieces of heavy equipment used in the Department's fleet. The fleet includes equipment such as heavy-duty trucks , semi-tractors, material spreaders, two, four and six wheel drive type vehicles, and graders, cranes, personnel hoists, dump bodies, cargo bodies, digger derrick, snowplows, mower tractors and various types of trailers, backhoes, loaders, electronic message boards and signs, street sweepers, man lifts, paint stripers, barrier transport machines, and passenger cars and pickups. Performs inspections and repairs and/or adjustments on various areas of the equipment to ensure the equipment runs efficiently and safely. This includes things such as inspecting fluid levels, hoses, belts, brakes, tires, and clutches are up to industry standards; changes filters and oil, and lubricates vehicles and motor driven equipment per Department and manufacturer standards. Services, repairs and maintains tandem drive axles with air or electric shift, hydrostatic driven, heavy duty multi-axle suspensions, both conventional steel or air springs. Tunes gas and diesel engines, services valves, and adjust injectors, fuel racks, governors, exhaust brake, etc.
05%	M	Fabricates, modifies, assembles, and installs special equipment using mills, lathes, welders, metal brakes, torch sets, plasma cutter and metal cutting saws. This work is interpreted from blueprints and/or verbal direction from Department requests or needs and is completed on new or replacement parts such as utility bodies, dump bodies, cone bodies, hydraulic systems, rock/ snowplows, wing plows, power take off (PTO), wear plates, attenuators, lights and light racks, decals, spray equipment, cone racks, tool boxes and baskets, mower flails, loader buckets.
05%	M	Promotes Shop safety standards by keeping tools and work area clean. May pressure wash equipment. Prepares selected equipment for sale by removing Department identifications such as Department decals, identification numbers, State of California documentation (registration, insurance). Responsible for the proper disposal of hazardous waste such as used oil, used antifreeze, and used batteries.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Acts as Leadworker to a crew of journey level mechanics, helpers, apprentices, laborers, service assistants or other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Methods, materials, tools and equipment used in construction, assembly, overhaul, repair and adjustment of gasoline and diesel powered automobiles, trucks, heavy construction and maintenance equipment; operating characteristics of the equipment listed above; laws and regulations pertaining to the construction, operation, and repair of highway construction and maintenance equipment, such as smog programs, crane and personnel hoist inspections, Basic Inspection fo Terminals (BIT) and handling

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and disposal of hazardous materials; occupational safety and health policies and procedures as defined in the Caltrans Injury and Illness Prevention Program and Code of Safe Practices; Equal Employment Opportunity principles; industry preventive maintenance concepts; the Caltrans Preventive Maintenance (PM) Program; and computer systems and electronic data collection systems and programs adequate to be successful in learning the Fleet Management System (FMS).

Skill in: Diagnosing malfunctioning equipment and determining corrective action to be taken; performing adjustments, repair, overhaul and fabrication of Caltrans equipment; and tactfully interacting with people. Ability to: Inspect, diagnose, repair, assemble and fabricate automotive and heavy equipment; advise in the selection of parts; estimate labor and repair costs; determine estimated completion dates; work safely in an equipment repair/assembly environment (inside or outside in a variety of weather conditions); demonstrate leadership in shop and personnel safety; perform welding; work from sketches and drawings; work in the field without direct supervision; verbally communicate, read and write in the English language as required for successful job performance; operate various types of Caltrans equipment for test purposes; drive moderate distances; plan and coordinate the work of other staff; act in a lead person capacity; analyze situations accurately and take effective action; handle multiple priorities and exercise patience when dealing with people; support and promote Caltrans' Equal Employment Opportunity concepts; learn the operation of the computer system used for the FMS operating in the main frame and personal computer environment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate estimation of repairs or poor judgment in assigning priorities, making repairs, assembly of equipment and checking completed work could result in damaged or unsafe equipment, costly re-work and excessive downtime. Unsafe equipment could lead to injury to state employees or the general public, excessive equipment down time could cause the operating departments to be unable to meet their workload requirements. Incumbent is responsible for their actions, decisions, quality of completed work, and proper use of state time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination. This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and or death.

PUBLIC AND INTERNAL CONTACTS

Low incidence of public contact, high incidence of internal contacts, contacts with maintenance and other operations personnel and commercial repair establishments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to stand and walk on concrete flooring all day; frequently stoop, bend, kneel, crouch, push, pull, reach, twist, lift, carry, and climb; lift 20 lbs. repetitively, 20 - 50 lbs. frequently to occasionally, over 50 lbs. very rarely, and up to 40 lbs. overhead occasionally; use appropriate lifting devices; and request lifting assistance when necessary; climb stairs carrying objects weighing up to 50 pounds occasionally; operate forklifts and hand operated material-handling devices. Possession of a class "C" driver's license and ability to travel to distant locations in inclement weather. Will be required to wear safety equipment including eye protection (safety glasses), ear protection, safety vest, and hard hat or bump cap etc. Must be able to wear protective clothing as required and furnished by the Division of Equipment.

WORK ENVIRONMENT

Incumbent will work in a shop environment with the possibility of short time in the field. Incumbent may / will be exposed to dirt, noise, uneven surfaces, hazardous materials and temperature changes. Incumbent may work with others or by themselves.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE

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