

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Area Electrical Superintendent	OFFICE/BRANCH/SECTION Specialty Region / District 04	
WORKING TITLE Area Electrical Superintendent	POSITION NUMBER 6900	EFFECTIVE DATE 03/15/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Caltrans Maintenance Manager I, incumbent is in charge of and directs the work of four crews. Area Electrical Superintendent supervises four crews who are responsible for repair, maintenance and replacement of all of the electrical / electronic systems, equipment and devices on State Highways, Toll Bridges, Tunnels and Tubes, Maintenance Stations and other State facilities. These electrical / electronic systems, equipment and devices includes traffic signals, roadway and sign lighting, pumping facilities, weigh stations, TOS / ITS elements (CMS, Ramp Metering, CCTV, HAR, VDS, EMS, etc.), Navigational Aids, CO monitors, Security Alarms, Security Cameras, Fire Alarms, SCADA, and other associated equipment and devices. In-charge of monitoring Region's warehouse and procurement of materials, tools, office supplies and familiar with acquisition of equipment. Initiates and manages Service Contracts.

TYPICAL DUTIES:

Percentage	Job Description
40%	Directs and coordinates the activities of electrical / electronic crews in charge of repair, maintenance and replacement of all of the electrical / electronic systems, equipment and devices on State Highways, Toll Bridges, Tunnels and Tubes, Maintenance Stations and other State facilities. These electrical / electronic systems, equipment and devices includes traffic signals, roadway and sign lighting, pumping facilities, weigh stations, TOS / ITS elements, Navigational Aids, CO monitors, Security Alarms, Security Cameras, Fire Alarms, SCADA, and other associated equipment and devices. and electrical crews in highway, toll bridge and tunnels and tubes maintenance; consults, reviews and assists in the installation, maintenance and repair of electrical and electronic systems and associated components. Electrical and electronic systems such as traffic signal, Ramp Metering, CCTV, CMS, HAR, DT Stations, Video Monitors, CO monitors, Security camera / monitors, lighting, lighting controls, signs, pump stations, Toll Bridges, Sub-stations, high voltage switch gear and other electrical / electronic systems and components.
25%	Establishes work schedules of crews; responsible for review and approval of completion of minor contracts; assists in coordinating signal maintenance work with other types of construction and maintenance work; cooperates with the Construction Branch in supplying inspection services as required, and with the District Traffic Operation Branch in furnishing technical advice and assistance.
20%	Position makes estimates and reports on proposed work; orders materials and supplies. Also monitors IMMS and ensure the proper charging of labor, materials, equipment and other pertinent information. Prepares reports of work progress covering labor, equipment, and materials used. Reviews and insures that accident forms for damage are correct and uniformly submitted. Reviews and inspects procedures and techniques to insure that equipment and other State property are properly protected and maintained, and reviews crews for timely completion and submittal of tailgate and accident/injury forms to safety
15%	Reviews and monitors changes in warehouse and yard inventory quantities due to major construction contracts, minor contracts, day labor jobs, etc. Promotes and enforces safety rules and maintains discipline; assists in preparation of estimates and reports on purpose work; supervises the maintenance of records and accounts for expenditure of funds for signal maintenance, traffic lighting and other electrical work. Initiates and manages Service Contracts.

¹ESSENTIAL 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Directly supervises Electrical / Electronic crews

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

KNOWLEDGE: Knowledge of the Department's mission, vision, goals and priorities. Knowledge of the Maintenance Program and resources available as outlined in Maintenance Manuals Volumes I and II. Knowledgeable of Departmental and District manuals, policies, and procedures relating to maintenance activities, safety and personnel issues.

ABILITIES: Ability to communicate Strategic Plan (and program business plan) to staff and review their performance. Ability to act as a consultant and expert on administrative issues dealing personnel issues, hiring, procurement, environmental requirements, contracts, material acquisition and distribution and other related issues. Ability to interpret safety and health regulations as they pertain to state personnel.

ANALYTICAL REQUIREMENTS: Must have a good understanding of the department and district mandates, policies, deputy directives, and instructions pertaining to those administrative procedures. Understand more complex electrical diagrams, charts, technical sheets, oral and written instructions

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision making and supervision skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other state agencies, city, county and Caltrans personnel, contractors, engineering consultants and the general public. These contacts may take the form of verbal or written communications relating to state facilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, computers and associated hardwares. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job. Incumbent must be comfortable working at extreme (200-500ft) heights on bridge structures over bodies of water and on towers supporting bridge structure.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide and end product that is safe and usable.

Emotional: Incumbent must have the capacity for stable and reasonable interaction with Caltrans personnel at all level, other state and public agencies, contractors, utility companies and the general public during the performance of their duties.

WORK ENVIRONMENT

The Caltrans Area Electrical Superintendent usually work inside of climate controlled buildings, but some operations might take place alongside, over or upon state highways and bridges and right of way. The incumbent will be exposed to noise, inclement weather, dirt, odors, uneven surfaces, heights, confined spaces, concrete products, cleaning solvents, high speed traffic conditions and moving construction equipment. The incumbent must be willing to work odd hours, nights, weekends and be available for emergency works.

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.)

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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