STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS ELECTRICAL SUPERVISOR	07-740/SPECIAL CREWS/ROSEMEAD ELECTRICAL	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS ELECTRICAL SUPERVISOR	907-740-6925	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

The Caltrans Electrical Supervisor receives general direction on policies and procedures from the Caltrans Maintenance Manager II and general supervision from the Caltrans Electrical Area Superintendent. The incumbent is responsible for the Levels of Service on electrical inventory items in the Rosemead Electrical Cost Center in District 7. Enforces safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; uses knowledge of environmental, storm water, emergency, natural disaster, and accident prevention techniques, and principles of effective supervision and safe work practices. Is responsible for the review and proper maintenance/ operation of assigned equipment. Is responsible for training, safety, upward mobility, maintaining discipline, and administrative transactions of employees assigned to the area of responsibility. Must have possession of a valid Class C driver's license. With a valid Class B driver's license, may be operate equipment requiring a Class B driver's license, train others to operate equipment requiring a class B driver's license. Supervises employees required to operate equipment requiring a class B driver's license.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Coordinate electrical work with other Cost Centers, Regions, Construction, and Traffic Departments. Analyze information provided by the Integrated Maintenance Management System (IMMS) and make appropriate decisions from this information. Design special circuits and wiring systems as required. Make drawings of schematics, wiring diagrams, intersections, phase-diagrams, and corrections of them. Instruct and train subordinates and evaluate their performance; make estimates of cost; order supplies and equipment; input Cost Center's time into computer, extract reports and other information from computer; maintain records and prepare reports. Respond to maintenance inquires from public and/or other Caltrans departments. Attend meetings and training classes as required. Handle complaint calls.
30%	E	Direct and oversee the installation, maintenance, construction, repair of electrically or electronically operated devices, and various electrical and electro-mechanical equipment on State highways. This includes traffic signals, highway lighting, illuminated signs, flashers, tunnel lighting, ramp metering, weigh stations, truck escape ramps, park and rides, motors, building lighting, heating, and air conditioning systems. Lay out and assign work to crew members and personally perform difficult technical work in connection with the repair or modification of traffic signal control devices. Inspect field work performed by electrical crews; may inspect for proper operation and installation of contracts and permits for compliance with Standard Plans and Specifications. Recommend acceptance or rejection after inspection.
20%	E	Perform field reviews of electrical maintenance operations for safety, traffic control, and levels of service. Respond to electrical emergencies, evaluate the situation, and take appropriate action. Promote and enforce California Occupational Safety and Health Administration (CAL/OSHA) and safety rules and regulation, the National Electrical Code, and the District Maintenance Code of Safe Practices.
10%	M	In the absence of the Electrical Area Superintendent or when assigned, may represent the Superintendent at meetings, functions, during public contacts, and perform other daily duties of the Superintendent.

[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.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Caltrans Electrical Supervisor is responsible for planning and scheduling of the work that is necessary for the efficient use of personnel and equipment. He/she supervises a crew comprised of five or more employees. May directly supervise private contractors performing standard and emergency work or services.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have strong knowledge of electrical theory and practice, including power, lighting and control circuits; materials, methods, and equipment used in the installation, maintenance, and repair of electric and electronic devices, particularly as pertaining to the repair of highway traffic signal and lighting and bridge electrical systems; methods, materials and equipment used in electrical construction repair; electronics as applied to traffic signals and other control and measuring devices; and the Electrical Safety Orders of the Division of Industrial Safety and of the safety precautions required in the installation of traffic control devices. Ability to direct and coordinate the work of electrical crews; read and interpret plans, detail drawings, and wiring diagrams.

Understand and apply principles of personnel management and supervision and the Department's EEO policies. Prepare estimates and specifications; anticipate material and equipment needs; maintain effective cooperative relations with those contacted in the work, and to direct the work to others. Know and understand the supervisor's role in safety-health-labor relations to meet these program objectives.

Know and understand the provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices. Must have the ability to work safely around high-density traffic and at various heights above traffic. Must have the ability to work effectively alone or with others.

Must be able to analyze work situations effectively and make sound decisions. Must be able to communicate well verbally, electronically, and in writing, with all levels of maintenance management. Must have the knowledge and understanding of Department Policies, Procedures, and Directives that pertain to Maintenance activities. Must have a good understanding of the Employee Assistance Program, Caltrans Hiring Guide, Procurement Manual, Storm-Water Program, Emergency Response Plan, Caltrans Guide to Employee Conduct and Discipline, Equal Employment Opportunity Policy, Cal Card Policy, Lane Closure Procedures, Equipment Policies, Travel and Expense Guide and Bargaining Unit 12 Memorandum of Understanding.

Must have a good understanding of the Department's functions and resources. Must possess a thorough knowledge of statewide Maintenance functions and the purpose, mission, vision and goals, as well as the organization and procedures of the Department of Transportation.

Must be familiar with the various resources needed to properly prepare reports concerning Maintenance Programs. Must have the ability to reason logically, analyze complex problems, and develop sound recommendations. Must have demonstrated ability to take initiative in problem solving.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Errors may expose the State to liability for damages to public property and delay in project delivery.

PUBLIC AND INTERNAL CONTACTS

Maintain good relationships with the public, Caltrans employees, and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of the assignment. May have contact with a hostile person and is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

A considerable part of this position is of an analytical nature. Must be able to use established methods to analyze existing work standards and develop new standards as needed; analyze the use of employees, equipment, and materials for specific maintenance operations and be able to review costs and formulate unit cost information. This position is mentally intensive. Must be able to interact well with employees and individuals from many different cultural backgrounds. Must also have physical ability to react quickly to errant motorists and other emergencies in the field.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 85% of the time on a year-round basis. The remainder of the activity is labor.

Standing, Sitting, and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing, and walking.

Lifting (floor to bench to floor) – Items up to 50 pounds may be lifted 5% of the time.

Carrying – Bagged/boxed material which may weigh up to 50 pounds and be moved from storage areas to vehicles and from vehicles to job sites. These items may be moved on uneven terrain. Tools are moved from a few feet to 100 yards and weigh from a few ounces to 25 pounds. This may be done 5% of the time.

Overhead reaching – Overhead work includes filing, material storage and removal. This may occur 2% of the time.

Other Reaching – May include filing, using computer keyboard, or telephone. This may occur 50% of the time.

Pushing/Pulling – May include filing, opening and closing of doors or drawers. This may occur 50% of the time.

Twisting -- May include lifting, filing, using computer, or telephone. This may occur 50% of the time.

Climbing/balancing – Climbing up and down banks, ladders, stairways, and in and out of equipment. This may occur 10% of the time.

Bending/Crouching/Squatting/Crawling – May bend/crouch or squat while inspecting the work of employees or the work of a contractor. This may occur 10% of the time.

Simple Grasping – Writing, filling out paperwork, filing, opening or closing items and the use of a computer. These activities are necessary about 95% of the time.

Fine Manipulation – Usually done while writing reports or manipulating the keyboard of a computer. This occurs 95% of the time.

Importance of hearing and sight – These both are essential in order to work safely on the job due to the close proximity of fast moving traffic or large equipment. It will be necessary to work nights from time to time and the incumbent must have good night vision to be able to perform work safely.

Hearing should be adequate with or without a hearing aid to hear warning devices used for worker safety (i.e., look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site) as per Chapter 13 of the Caltrans Injury Illness Prevention program Safety Manual.

Height – Crews work from a height of over 45 feet and the incumbent may be required to do operational reviews from this height.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions including heat up to 120 degrees, cold to 30 degrees, strong winds, rain, dust, noise, and uneven surfaces.

The normal work week is 5/40, Monday through Friday, 0700 to 1530 hours. The scheduling of the work days is at the discretion of Region Management. May be scheduled to work weekends and/or night shift as needed to meet operational needs with proper advance notice.

May work overtime due to emergencies, special work projects, or when required due to operational needs with proper advance notice.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

A. Appropriate footwear in good and sturdy condition.

B. Either long or short sleeve shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.

C. Long pants. No shorts or cutoffs.

D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

E. For night work: reflective vest worn over white coveralls.

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.)

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