

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Electrical Area Superintendent	OFFICE/BRANCH/SECTION District 8 North Region	
WORKING TITLE Electrical Contracts Administrator	POSITION NUMBER 908-690-6900-918	EFFECTIVE DATE

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 direction of the Caltrans Maintenance Manager II, the Caltrans Electrical Area Superintendent-Contracts Administrator is responsible for the administration of Electrical Maintenance Contracts in the District, including the Traffic Operations Systems Network (TOSNET) Contract, the Fiber/Copper Repair Contract, the Hub Contract, the Loop Replacement Contract, and the Wire Theft Repair Contract. This entails but is not limited to working closely with HQ and Regional TOSnet Coordinators, monitoring budgets, writing task orders, contractor oversight, monitoring contractor progress, job inspection, reviewing and authorizing invoices. The incumbent will also act as Liaison between Electrical Maintenance Crews and other Caltrans teams such as Permits, Design, Construction, and Safety in the development and delivery of projects in the District. The incumbent will work to develop and deliver technical training, particularly as it pertains to TOSNet, as well as materials, such as plans, as-builts, and cut-sheets for District electricians, Contractors, and other Caltrans groups. The incumbent must know how to use IMMS (Integrated Maintenance Management System) in order to update electrical inventory and stock records, as well as enter employees time, vehicles and material usage. Must be able to procure materials and services utilizing the various State procurement and payment methods, including Cal-Card (VISA) and EFIS RQS (Advantage, electronic purchase orders). The incumbent may be required to work overtime, irregular shift/alternate work schedules including nights, holidays, and weekends; may be required to work temporary and or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. A class A or B drivers license with endorsements and a current medical certificate is desirable.

Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Assigns, directs, trains, advises and evaluates performance of the Electrical Maintenance Contracts in District 8, for the maintenance and repair of the Traffic Management System (TMS) Communications Network, (Electrical Analog/Digital Light) in communication with Traffic Management Center (TMC), HUBS, NODES, traffic signals, Closed Circuit TV (CCTV's), Changeable Message Signs (CMS), Ramp Meters / Vehicle Detection Systems (RMS / VDS), Highway Advisory Radio (HAR)s and Weather Stations. These elements will have associated equipment such as but not limited to motors, alarms, heating and air conditioning systems, control equipment, surveillance equipment, loop detectors, telemetry equipment, power services, generators, and Uninterpretable Power Supply (UPS) Systems, that will fall under this responsibility. Train Caltrans and contractor employees in configuration of the TOSNet system. Advises in the selection of electrical/electronic/communication materials and specialized equipment; supervises the care and maintenance of electrical/electronic/communication tools and other equipment.
20%	E	Manages status reports as to the working conditions of CMS, CCTV, RMS/VDS, etc; on Excel spreadsheets, the Integrated Maintenance Management System (IMMS), TRAC Systems, or any other new medium that may come into use. Manage the task orders given to contractors as well as reconcile them to monthly billing. Coordinate priorities, schedules, system changes, and training on new equipment between Electrical Maintenance and Traffic Operations.
20%	E	Meets with construction representative for pre construction, during the construction process, and post construction. Obtains, reviews, and comments on plans with objectivity as to the safety and maintainability of electrical installations. Keeps Electrical Maintenance Crews in the loop. Makes

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estimates of labor, materials and equipment for repair cost and repair times. Performs daily administrative tasks such as timekeeping, maintaining records and preparing reports relating to monthly expenditures, the status of contracts, contractors, and equipment.

- 20% E Meet with Traffic Operations, Maintenance personnel and Contractors to set priorities, strategize, evaluate, performance and goals for TMS Network. Checks and reports on working conditions of TOSNet elements, and coordinates on repairs. Conducts field inspections in order to update electrical inventory records in IMMS. Coordinate with Electrical Maintenance supervisory staff for the procurement and purchase of materials and services.
- 10% M Prepares reports and presentations. Operate light trucks, vans and automotive vehicles. May drive heavy trucks if properly licensed. Incumbent shall follow prescribed methods of equipment use as instructed by Motorized Equipment Training Academy (META) and their supervisor. Shall use Pre-Op and Post-Op checklist for reporting any problems to their supervisor. Service and make minor repairs on equipment as instructed by META. May operate automatic and or manual transmission.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

In the absence of another Electrical Superintendent, may act as a lead to Electrical Supervisors, Electrician II's, Electrician I's and Electrical Technicians of varied mixes.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: AC & DC theory, analog and digital theory, fiber optics theory, National Electric Code (NEC); terminology's principals, methods, tools and equipment used in the installation, maintenance and repair of electrical and electronic equipment as well as communication equipment (copper and fiber).

Test equipment including but not limited to volt meters, amp meters, ohm meters, DVOM, meggers, oscilloscopes, transmission impairment measuring set, signal generators, time domain reflectometer, optical time domain reflectometer, optical power meters, bit error rate testers, fiber scopes, fusion splicer etc.

Safety precautions while working with electricity and fiber; the Electrical Orders of the Division of Industrial Safety and Cal/OSHA safety and health regulations; Caltrans Safety Manual, Caltrans Code of Safe Practices, and Chapter 8.

Knowledge of statewide Maintenance functions, mission, goals organization and procedures of the Department, techniques of effective supervision, labor relations, safety and health regulations and practices, and a supervisor's role in safety and health, Equal Opportunity Programs and the processes available to meet program objectives.

Abilities & Analytical:

- Communicate at a level required for successful job performance.
- Must be able to effectively communicate verbally and in writing.
- Comply with Cal-OSHA and the Department's Injury and Illness Prevention Program.
- Understand and work with Equal Opportunity Objectives, Department Policies and Directives.
- Plan, layout, train and inspect the work of contractors or a crew of electricians.
- Establish and maintain effective cooperative working relations with other groups in the workplace.
- Follow directions, work independently without close supervision, as well as work with others cooperatively.
- Must be able to effectively analyze work situations and make sound decisions.
- Ability to install, construct, test, maintain and repair a wide variety of electrical and electronic devices.
- Understand our communication system (Telemetry), ability to plan, layout, trains and inspects work on system.
- Read electrical schematics as well as interpret, make sketches and diagrams to assist with labor and material needs.
- Designs, substitutes, methods of operation and instructs methods or electrical maintenance and electrical inventory.
- Order materials and equipment through the Department systems.
- Understanding and ability to input, maneuver around in, and pull information from IMMS.
- Computer skills are essential. Also getting around in Windows and understand windows based, and Microsoft Office programs on the computer.
- Gather statistical data for analysis used for personnel and equipment budgeting and/or material studies.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment could result in danger and possible injury or loss of life for the traveling public or Caltrans employee's, ineffective production methods, and substandard quality of work. Negligence could result in tort liability to the State as well as civil and/or criminal liability to the employee.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be asked to work with other Maintenance, Permits, Traffic Operations and Construction Branches and all levels of Caltrans Management. May also be required to work with California Patrol representatives, members of the public and outside resource agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical:

The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground. Working in confined spaces and standing or sitting for prolonged periods. May be required to work 55 feet above pavement, water or in the midst of traffic using ladders or lift trucks. May be required to sit in/on and drive or operate maintenance vehicles. The incumbent at times required to wear earplugs, respirators and at all times appropriate safety gear. The incumbent must be able to hear and see with or without corrective assistance at a satisfactory level to ensure the safety of the employee and others. Must have visual and color acuity adequate to perform the essential functions of the job. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. If incumbent possesses a commercial driver's license, employee will be required to take random drug tests throughout appointment.

Mental & Emotional:

Must be able to keep up with current technological changes in the fields of electricity and electronics and fiber. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times, reason logically, draw valid conclusions, makes appropriate recommendations and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost, and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The incumbent will be based in an office at the San Bernardino Maintenance Yard (175 W. Cluster Street, San Bernardino, CA 92408) in a climate controlled environment under artificial lights, but duties will require, from time to time, to be spent outdoors engaged in the duties mentioned above. Weather conditions vary from a cold, windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes hot materials, chemicals, loud noises, inclement weather, steep, uneven and or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit, stand, squat, kneel, or all the above for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition and must wear provided personal protective safety equipment including but not limited to: arc-flash resistant shirts and/or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the District and may be required to travel and work in other areas in the State of California. Employees may be required to work nights, weekends, holidays; alternate work schedules/irregular shifts and required to respond to emergency situations and calls.

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