

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Electrical Area Superintendent	HQ Maintenance/Maintenance Safety, Equipment & Training	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Electrical Maintenance Training Center Coordinator	913-610-6900-XXX	

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 the Chief, Office of Maintenance Equipment and Training, a Maintenance Manager II, this position is responsible to plan, coordinate and administer operation of the Electrical Maintenance Training Center (EMTC); have responsibility to monitor training needs for the field crews, design training courses, and recruit volunteer instructors.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Coordinate the Electrical Maintenance Training Center; will be the primary instructor and actively participate in the instruction of every EMTC course; will recruit District personnel and volunteers to act as assistant instructors.
20%	E	Coordinate with Headquarters Electrical Maintenance, field electrical personnel, and volunteer instructors to continuously improve existing courses and develop new courses for Electrical Maintenance Training.
10%	E	Coordinate training schedules, and work with District staff to ensure a high level of attendance; contact other agencies regarding training partnership opportunities.
10%	E	Prepare necessary training materials, visual aids, and handouts for the electrical training courses.
5%	E	Work with Maintenance Safety, Equipment & Training (MSET) Safety Coordinator on electrical crew safety issues.
5%	M	Work with the Headquarters Maintenance Traffic Electrical Coordinator on issues that include Integrated Maintenance Management System (IMMS), Maintenance policies, inventory, and billing of local agencies. Investigate serious and fatal employee accidents. Review unpleasant accident sites and interview emotionally-charged witnesses.

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

The incumbent has no direct supervision duties, but will act in a lead-worker capacity over EMTC volunteer instructors and EMTC students during course duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Required knowledge includes that of electrical and electronic theory and practice, materials, methods, tools and equipment used in the maintenance of electrical and electronic equipment; knowledge of IMMS; knowledge of rules, regulations and practices for procurement of materials, tools and services; knowledge of Maintenance personnel practices and special electrical rules and regulations; must have a thorough and practical working and technical knowledge of the work performed by electrical maintenance personnel.

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This position requires written and personal contact with all levels of Maintenance management. Must have the ability to coordinate activities with other functional units, Caltrans Districts, State and Federal Agencies. Must have the ability to utilize a variety of analytical techniques to respond to complex Maintenance, operational, and safety issues centered in this unit. Must have the ability to make value judgments in recommending priorities and resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position makes decisions concerning training on electrical and communications systems. Error in judgment could have very serious fiscal, efficiency, and liability consequences.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be called upon to represent the Division of Maintenance with all levels of Caltrans management in Headquarters and Districts with regards to worker safety issues. Also will represent the Division in dealing with other State agencies, e.g., California Highway Patrol, California Occupational Safety and Health Administration, Office of Risk and Insurance Management.

Public contacts will be by telephone, letter and in person; to and from citizens, other agencies, representatives of City and County Police and Street Maintenance Departments; regarding training issues. Internal contacts will be by telephone, letter, and in person, generally from the Divisions of Maintenance, Administration, Traffic Operations, and Construction.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to physically perform field reviews of Maintenance operations and equipment, including, but not limited to: working in adverse weather conditions, walking on slopes and unstable ground, and working in close proximity to intimidating high-speed moving traffic. Incumbent may be required to investigate serious and fatal employee accidents and must have the ability to remain composed, unemotional, and focused on the task of reviewing unpleasant accident sites and interviewing emotionally-charged witnesses. Incumbent must possess strong reasoning and investigative skills in order to lead and/or assist in said accident investigations. Public speaking skills are required. Must be comfortable speaking in front of both small and large audiences. Must meet various timelines associated with project-related deadlines.

WORK ENVIRONMENT

While at the base of operation, employee will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. May perform work requiring irregular hours, including night shifts, weekends and holidays. Incumbent is on call for, and responds to, emergencies when activation of the Emergency Operations Center is necessary.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

SUPERVISOR (Signature)	DATE
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