

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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| CLASSIFICATION TITLE Caltrans Electrician I | OFFICE/BRANCH/SECTION D02/Maintenance/Field Mtce/Special Crews - Electrical | |
| WORKING TITLE Caltrans Electrician I | POSITION NUMBER 902-694-6938-XXX | EFFECTIVE DATE July 24, 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:

This position is considered the first journey level for this class series. Working under the supervision of a Caltrans Electrical Supervisor, the incumbent operates a personnel hoist used to repair and maintain Caltrans electrical assets. Works individually or with a crew performing tasks required to maintain highway electrical assets. May receive lead guidance from a CT Electrician II. This position requires the operation of light trucks, personnel hoists, vans and automotive vehicles. Incumbent may be required to operate equipment such as trenchers, backhoes, forklifts, air quality monitors, hoists and cranes. A California Class 'C' driver's license is required, but a Class A or B license is desirable.

TYPICAL DUTIES:

| Percentage | | Job Description |
|------------|---|---|
| 50% | E | Construct, maintain, and repair highway lighting equipment, traffic signal field wiring and hardware, changeable message signs, extinguishable message signs, traffic count equipment, and detection equipment, highway advisory radio equipment, building electrical systems, pumping plants, scale house and rest area systems. Will assist Caltrans Electricians II's with the more complex control equipment associated with traffic signals, ramp meters, changeable message signs, etc. |
| 30% | E | Operate equipment utilized in the performance of electrical work associated with state facilities. Equipment will include, but not be limited to, light trucks, personnel hoists, trenchers, backhoe, forklift, pavement saw, pipe threading equipment, conduit benders, voltage meters, resistance meters, amperage meters, high potential tester, hot-sticks, power monitoring equipment, air quality monitoring equipment, manual digging tools, electrical hand tools and battery test equipment. With proper licensing, will operate Category 1 or 2 equipment assigned to the crew. |
| 10% | E | Make materials acquisitions requests and repair time projections. May also be required to attend meetings pertaining to state electrical facilities and provide concise, accurate reports regarding issues discussed. Maintain work logs, daily time keeping and maintenance records. Attend state provided training classes, pertinent to the maintenance activities associated with state facilities and achieve certification status where necessary. |
| 10% | M | Remove graffiti from light poles, cabinets and other electrical facilities. Clean and paint electrical facilities. Wash state owned vehicles. Load and unload materials and equipment into state vehicles or buildings. Work independently on electrical projects. |

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

This position does not supervise. May cover for Supervisor or CE II during temporary absences.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Safety precautions and work procedures required in the maintenance and installation and repair of highway lighting systems, pump plants and rest areas. Knowledge of the National Electric Code is essential.

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Ability to communicate at a level required for successful job performance; follow oral and written instructions; work with hand tools; read electrical schematic, drawings and construction blueprints; skill in making difficult and complex installations and repairs, and in locating cause of failure. Assist with making estimates and ordering materials.

Analytical Requirements: Interpret electrical codes as they pertain to state electrical facilities. An effective understanding of electrical formulas and theory as they pertain to state facilities. Analyze situations and adopt effective course of action.

Requires possession of a valid Class C driver's license, Class A or B is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision-making and trouble shooting 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 Caltrans personnel, contractors, engineering consultants, and the general public. These contacts may take the form of verbal or written communications relating to the assignment.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. May be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lunge and pull during performance of their duties. 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.

Mental: 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 an end product that is safe and usable.

Emotional: Must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

May work under various climates and conditions. Work may be performed inside of climate controlled buildings, but most operations will take place alongside, over or upon state highways, 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 trouble call outs.

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