

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Electrician I	OFFICE/BRANCH/SECTION 06/Special Crews/Tulare	
WORKING TITLE	POSITION NUMBER	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 general direction of a Caltrans Electrical Supervisor, the Caltrans Electrician I position will assist higher level electricians in the more complex activities; may routinely patrol an assigned area; may perform routine bench maintenance activities or assist higher level journey persons in the bench or field repair of more complex devices and circuitry. Work hours usually will be 7:00 AM to 3:30 PM.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Maintenance and repair of traffic signals/ highway lighting systems, including replacement of knocked down signal light poles. Change and re lamp burned out lights. Repair Lighting circuits.
30%	E	Traffic signal controller knockdowns, re-wiring of intersections, emergency call outs to repair traffic signals.
20%	E	Maintain, repair and/or replace landscape sprinkler controllers, boosters pumps, pump controls and clocks
5%	M	Assist other electrical supervisors with issuing materials and ordering materials for specific locations.
5%	M	Provide help and skills to public relations and other state and local agencies.

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

electronics; basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electrical and electronic equipment including solid-state circuits and transistors; safety precautions while working with electricity, including the National Electric Code, the Electrical Orders of the Division of Industrial Safety, and CAL/OSHA safety and health regulations. Techniques of effective supervision; labor relations, safety and health objectives, regulations and practices and a supervisor's role in safety, health, Equal Opportunity Programs and the processes available to meet program objectives. Skill in: Making difficult and complex installations and repairs in locating causes of failure. Ability to: Communicate at a level required for successful job performance; follow directions; work with hand tools, read electrical schematic drawings and constructions blueprints; analyze situations and adopt effective courses of action.

ADDITIONAL DESIREABLE QUALIFICATIONS

Possession of a valid and unrestricted Class B or Class A Driver's License.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error in judgement or decision making process could result in additional work, exposure to tort liability & loss of credibility..

PUBLIC AND INTERNAL CONTACTS

Must be able to write & speak effectively. Ability to communicate with & respond to the general public, other agencies elected officials & other state employees. All contacts require a high degree of sensitivity, personality, respect & occasionally, confidentially..

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the physical ability to perform labor tasks, the mental ability to react quickly to unforeseen circumstances and the emotional stability to deal safely with potentially hazardous working conditions.

WORK ENVIRONMENT

With the exception of a small percentage of time indoors doing paperwork this position requires outdoor work in all types of climatic conditions including extreme heat and cold/dampness.

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
