

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS ELECTRICIAN I	07-610/MAINTENANCE/NORTH/ELECTRICAL SPECIALIS	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS ELECTRICIAN I	907-610-6938-xxx	03-01-2014

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:

Working under the supervision of a Caltrans Maintenance Manager II the employee operates light vehicles, personal hoists and equipment requiring a Class C California Driver's License, used by assigned unit, and works independently performing tasks related to landscape irrigation maintenance and facility electrical equipment. Employee installs maintains, inspects and repairs standard irrigation electrical systems used in landscape watering, and maintain general region facilities. Adhere to Safety and Health policies and procedures as contained in the Department's Injury and Illness Prevention Program; knowledge of environmental, storm water, emergencies, natural disasters, accident prevention techniques, and safe work practices. Employee may work for other Supervisors and/or work units, as required by operational needs. Follows and enforces CAL/OSHA and safety rules and regulations; the National Electric Code and the District Maintenance Code of Safe Practices. Employee may receive training from other employees of the crew, region, district or headquarters. Employee is responsible for the proper maintenance/operation of assigned equipment. Work week will be Monday through Friday a 5/40 schedule, 7:00 AM to 3:30 PM. May be required to work overtime, work irregular shifts/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. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage		Job-Description
70%	E	Incumbent installs, maintains, inspects, and repairs, standard irrigation electrical systems used in landscape watering. Includes automatic irrigation controllers, electrical controlled water valves, electrical pump booster units, electrical conduits, direct burial wiring systems,
10%	E	Employee maintains, inspects and repairs electrical devices fixtures and lighting located in maintenance facilities including field offices, maintenance yards rest areas and Vista Points.
10%	E	Input time in IMMS and/or Staff Central. Monitor E-mail in Outlook Express. Complete daily work reports; keeps and maintains simple records. Create drawings of schematics, wiring diagrams, intersections, phase-diagrams, and corrections of them. May order and/or pick up supplies and equipment.
5%	E	Operates equipment used by the assigned unit. Performs minor repairs, adjustments, emergency repairs; performs lube service; cleans equipment and maintains all pertinent records. Pre and postoperative equipment checks.
5%	E	Responds to electrical emergencies, evaluates the situation and takes appropriate action.

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

No direct supervision. The Caltrans Electrician I may at any time be placed in charge of a work crew as a Crew Leader over other Caltrans Workers, Special Programs Workers, such as CCC, Probationers, etc.

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.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

A high degree of analytical ability is required. Must be able to quickly locate cause or failure in electrical equipment and generate corrective repairs. Establish and conduct preventative maintenance program on equipment assigned for maintenance. The person must have strong knowledge of electrical theory and practice including; power sources, electrical metering, service entrance panels lighting and control circuits; materials, methods, and equipment used in the installation, maintenance, and repair of electric and electronic devices. This pertains particularly to the repair of landscape electrical control systems highway lighting, surveillance stations, road site rest and maintenance facilities, as well as methods, materials, and equipment used in electrical repair and less complex electronics as applied to various electrical 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 keep accurate written reports. Must be able to communicate well in writing, by telephone and two-way radio. Ability to read and interpret plans, detail drawings and wiring diagrams.

Knowledge and understanding of 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. Must have the ability to work effectively both independently and with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose him/her and/or co-workers and/or the public to possible injury or loss of life. Error 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. Error may expose the State to liability for damages to public property and delay in project delivery

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. Employee may have daily contact with other public agencies and private individuals in the course of their assignment. When confronted with a hostile individual or situation, employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Employee must have the physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. This person must be able to interact with employees and individuals from many different cultural backgrounds.

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 operating equipment 30% of the time on a year-around basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift.

Lifting (Floor to bench to Floor) – Items up to 75 lbs may be lifted (1%) of the time. Other lighter lifting includes lifting of materials in and out of equipment, ladders, controllers, lighting fixtures, conduits, poles, digging trench. (10%)

Transport and/or carry –Materials, which may weigh 5 to 100 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are transported and/or carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools may be transported and/or carried on uneven terrain. (15%)

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, adjusting luminaries, installing lamps, adjusting Traffic Signal Heads, and loading material into/on equipment. (15%)

Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, graffiti removal, shoveling, driving, shifting, sitting signs, picking up cones, re-lamping, using hand tools, working with conduit and wire, working in

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cabinets, 50% of the work shift.

Pushing/Pulling – Includes but not limited to setting poles, pulling wire, tightening and loosening nuts on bolts. (40%)

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting includes but is not limited to, shoveling, setting down and picking up traffic cones, working in buckets.(15%)

Climbing/Balancing – Is done in and out of equipment, up and down banks/slopes, up and down and standing on ladders, hoist buckets, stairways, (often with material or supplies); onto steps, walkways, and signs. (15%)

Bending/Crouching/Squatting/Crawling – The employee often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when checking such things like pull boxes, cabinets, picking up and laying down tools and material. The employee also crawls around and underneath equipment while checking and servicing equipment.

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools, meters, and handling materials.

Fine Manipulation – This occurs less than 5% of a day and usually while writing reports or manipulating controller keypad, knobs and levers on the equipment.

Importance of hearing and sight – These both are essential in order to work safely on the job because of how close this person will be working next to fast moving traffic or large equipment.

It will be necessary for this employee to work nights from time to time and must have good night vision to be able to perform work safely.

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

Height – Employee works on signs and on other structures, or in a hoist bucket from a height of over 45 feet.

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.

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

May be requested to work overtime due to emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime with proper advance notice.

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

- A. Appropriate footwear, in good and sturdy condition, must be worn.
 - 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
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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