

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS ELECTRICIAN I	07/MAINTENANCE/SPECIAL CREWS/EMS REPAIR LAB	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CE I	907-740-6938	

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:

The Caltrans Electrician I receives general direction on policies and procedures from the Caltrans Electronics Specialist Supervisor. The incumbent is responsible for updating electrical inventory items for assigned areas within District 7. The incumbent follows safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program (IIPP). Must possess a valid class C driver's license.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Manage the upkeep and accuracy of Electrical Maintenance Systems (EMS) files by maintaining an accurate and complete record of traffic signals, ramp meters, and lighting circuits for cost centers including the associated utility services. Maintain accurate and complete records of CCTV's, CMS's, VDS's, and HAR's including utility services located within the geographical boundaries of cost centers. Conduct detailed inventories and field surveys of new or existing electrical installations gathering equipment data such as service locations, meter numbers, types of poles, voltage, wattage, type and number of indications, etc. Perform accurate and complete documentation of such data into the Integrated Maintenance Management System (IMMS) computer database as well as in the different EMS files (construction, maintenance, agreements, relinquishments, etc.).
25%	E	Provide updates of electrical inventory as well as data support on issues pertaining to assigned cost centers to personnel from electrical cost centers, Engineering, Construction, Agreements, Dispatch, Accounting, and Utility Companies. In the absence of the assigned electrician or at the request of the supervisor, will also handle inventory issues related to other electrical cost centers in the District.
10%	E	Make phone calls, process correspondence in the form of letters, e-mail, and/or fax within the department and/or with outside agencies such as local agencies/cities or utility companies to resolve conflicts found in billing involving maintenance electrical services in the District.
10%	E	Update and revise contract circuit diagrams to make cut-sheets.
5%	M	Assist construction personnel in the processing of service requests.

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

Must understand and actively participate in all aspects of the Caltrans Injury and Illness Prevention Program. Must be knowledgeable of electrical practices, tools, and materials particularly as they apply to the installation, maintenance, and repair of traffic signals, street lighting systems, ramp meters, CCTV's, CMS's, VDS's, HAR's and other equipment maintained by the department. Must be trained in analyzing plans and other documents such as inventory printouts, utility service requests, etc. for

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pertinent data in order to ensure the accuracy and completeness of inventory and billing records. Must be able to respond to the needs of other Divisions within Caltrans (e.g., Design, Construction, Agreements, etc.) and outside agencies (utility companies, cities, etc.) and provide a timely response while managing priorities. Must possess good verbal and written communication skills. Must be able to make decisions on own and be able to work under minimal supervision.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may expose the incumbent, co-workers, and/or the public to injury or loss of life. Errors may also cause an inefficient use of time and tax dollars in the maintenance of highways or damage to State equipment and facilities. Errors may expose the State to liability for damages to public property and cause delays in project delivery. Errors may result in the wrongful payment of duplicate, non-existing or otherwise erroneous electrical service accounts. Errors may result in the State's inability to collect compensation for maintenance efforts. Errors may also result in the State paying for inadequate, incomplete, or otherwise non-valid services. Responsible for maintaining an accurate and complete listing of all equipment maintained by cost centers as well as equipment maintained within the geographical boundaries of cost centers.

PUBLIC AND INTERNAL CONTACTS

In this position, public contact is frequent while working in the field. The incumbent will often have contact with representatives from outside agencies such as utility companies or cities in person, by phone, fax, mail, and/or e-mail. Interdepartmental contacts will take place with fellow electricians and personnel from Maintenance, Construction, Agreements, etc. in person, by two-way radio, phone, fax, mail, and/or e-mail.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

A considerable part of this position is of an analytical nature. Must be able to analyze data in order to ensure accuracy and completeness. This position is mentally intensive. Must be able to interact with individuals from many different cultural backgrounds and deal with them with dignity and respect.

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 pounds may be lifted 1% of the time. Other lighter lifting includes lifting of materials in and out of equipment such as books, boxes, furniture, office equipment, ladders, etc.

Transport and/or carry – Materials, which may weigh from 5 to 100 pounds, 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 from a few feet to 100 yards and weigh from a few ounces to 50 pounds each. Tools may be transported and/or carried on uneven terrain. (15%)

Reaching – Includes but is 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 cabinets. (50%)

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

Twisting - This is done while driving equipment and 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 – Often continuously throughout the day while operating equipment and performing physical labor. These activities are necessary when checking such things like pull boxes, cabinets, and when picking up and laying down tools and material; the incumbent will also crawl around and underneath equipment while checking and servicing equipment.

Simple Grasping – This activity is necessary about 95% of the shift and involves climbing in/out and around equipment,

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operating equipment, using hand tools, meters, and handling materials.

Fine Manipulation – This occurs about 50% of the shift and usually while writing reports or manipulating 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 the close proximity to fast moving traffic or large equipment. It will be necessary for 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 (e.g., look out alarm devices including vehicle horns used to warn employees of imminent danger at the work site) as per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

Height – 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/or on uneven surfaces.

Normal work week is 5/40, Monday through Friday, 0700 to 1530 hours. The scheduling of the work days is at the discretion of Region Management. May be scheduled to work weekends and/or night shift as needed to meet operational needs with proper advance notice. May work overtime due to emergencies, special work projects, or when the Department deems that it is necessary and with proper advance notice.

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

1. Appropriate footwear in good and sturdy condition.
2. Either long or short sleeve shirts provided by Caltrans or a safety vest is to be worn over non-safety shirts or coats.
3. Long pants. No shorts or cutoffs.
4. 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.
5. For night work, a reflective vest must be worn over white coveralls.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
