STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS ELECTRICIAN I	908-684-XXX Electrical North (EFIS# 2373)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS ELECTRICIAN I	908-680-6938-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 direction of a Caltrans Electrical Supervisor, the Caltrans Electrician I will be responsible for the installation, maintenance, and repair of electrical and electronic devices used within the state right of way and on state facilities. The incumbent will work independently, with a crew or may be assigned to lead the work of a crew, or to oversee work performed by private contractors. The incumbent will be required to work overtime including nights, weekends and holidays, and is expected to respond to emergency calls. May be required to work temporary and/or intermittent varied work shifts due to operational requirements. May be loaned to other cost centers. The incumbent must possess and maintain a valid class 'C' driver's license. This position is represented under collective bargaining. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	The incumbent will assist higher level electricians while they install, maintain troubleshoot and repair electrical and electronic devices and systems associated with state facilities. These include but are not limited to: traffic signals, ramp meters, traffic information systems, traffic count stations, highway lighting, landscape electrical watering systems, pumping stations, emergency power systems, generators, transformers, battery back-up systems, changeable message signs, closed circuit television equipment, highway advisory radio systems, environmental sensing stations, fiber-optic communication systems and devices associated with maintenance stations, shops, and roadside rest areas. In addition, the incumbent will be required to read and interpret electrical drawings and as built plans and to estimate repair times and costs for work to be performed. The incumbent will make timekeeping reports, keep maintenance logs, complete daily vehicle pre and post operational inspection sheets and submit defect and lighting outage reports.
30%	E	The incumbent will be responsible cleaning of devices and enclosures, removal of graffiti and painting when needed as part of good maintenance practice. The incumbent will also be required to complete janitorial tasks on assigned vehicles and equipment, as well as, the storage, workshop, office and yard areas at their designated work location.
10%	M	The incumbent may make routine bench maintenance activities and assist higher level electricians in making repairs by overhauling and adjusting electrical and more complex electronic equipment used on the State right of way. The incumbent may be required to perform clerical and computer tasks that include, but are not limited to: timekeeping, highway inventory, highway lighting outage reporting, working stock inventory, material ordering.

[1]ESSENTIAL 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

The incumbent must have knowledge of the theory of electricity and electronics; basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electrical and electronic equipment as well as knowledge of safety precautions while working with and around electricity. This should include an understanding of the National Electrical Code, the Electrical Orders of the Division of Industrial Safety, and CAL/OSHA safety and health

regulations. The incumbent must have skill in repairing a wide variety of electrical and electronic devices.

The incumbent must be able to communicate at a level required for successful job performance; develop and maintain cooperative working relationships; and work independently without close supervision. Must be able to act as a leadworker; instruct unskilled and semiskilled assistants; establish and maintain a safe working environment; order materials and equipment, and keep records of labor, equipment and materials used. Must be able to read electrical schematic drawings and construction blueprints; make rough sketches and draw diagrams.
The incumbent must be able to analyze situations accurately and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has responsibility for exercising judgment in making decisions relative to the safety of the crew and the public. Poor decisions or actions could jeopardize the safety of the employee, co-workers and the traveling public, and could damage state or private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with fellow employees and may have frequent contact with the public. Contact with other District employees and representatives from other governmental agencies, including peace officers and other emergency workers or with private contractors is likely.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to do manual labor including moving and placing heavy objects by lifting, pulling, pushing and carrying. Other physical requirements include prolonged standing, walking, working on uneven ground, power grasping, performing fine manipulation, climbing, reaching, working overhead and at heights, squatting and twisting. The incumbent will be required to work from elevated personnel hoists, on elevated structures or from ladders. The incumbent must be able to respond to and cope with emergency situations such as those connected with traffic situations, weather conditions, including extreme heat, strong winds, rain, snow and other natural disasters. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. The incumbent must have visual and color acuity and be able to hear, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others and successfully perform the essential functions of the job.

WORK ENVIRONMENT

The incumbent is based at a maintenance facility in a metropolitan area. Time will be spent outdoors in the field as well as indoors in a laboratory/repair room environment. The incumbent will travel extensively within the assigned area, which includes metropolitan, rural, mountain and desert areas. Weather conditions vary from a cold, wet and windy winter climate, to hot and mostly dry summer conditions. Temperatures range from below freezing in the winter to over 100 degrees consistently in the summer. Winter weather includes rain and heavy snow and in the summer occasionally heavy thundershowers are likely. The incumbent will be exposed to live electrical circuits as well as noise, dust and chemicals. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, gloves and safety glasses, as well as other safety devices deemed necessary. The incumbent will be required to travel area and may be required to stay out of the local area overnight or for extended periods.

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)

POSITION DUTY STATEMENT

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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)	DATE