

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Electrician II	OFFICE/BRANCH/SECTION D02/Maintenance/Field Mtce/Special Crews - Electrical	
WORKING TITLE Caltrans Electrician II	POSITION NUMBER 902-694-6924-XXX	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 direction of a Caltrans Electrical Supervisor, the incumbent is responsible for the maintenance, repair, inspection, testing and operation of electrical components including traffic signals, flashing beacons, highway lighting, highway signs, Traffic Management System and Intelligent Traffic System elements, commercial vehicle enforcement facilities, maintenance facilities and safety roadside rest areas. This full journey-level position is a satellite post and the incumbent physically reports to the Susanville Maintenance Station. While much of the work will be performed in Lassen, Plumas and Modoc counties, the incumbent may also be required to perform work in Trinity, Siskiyou, Shasta, Tehama, Sierra and Butte counties. Occasional overnight travel is required. Incumbent may be required to act as lead in the absence of the Caltrans Electrical Supervisor. A valid Class C driver's license is required however a valid Commercial driver's license (Class A or B) is desirable. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Installation and modification of the highway traffic signal systems and highway lighting systems based on reading electrical schematic, drawings and construction blueprints. This includes wiring, conduits, poles, heads, controllers, switches, vehicle detectors, and special illumination in connection with these signals.
40%	E	Maintenance and repair of all portions of highway traffic signal systems and highway lighting systems. This includes making difficult repairs based on locating cause of system failures. Troubleshooting of systems will include estimating repair times and costs, keeping records and making out daily work reports. Maintain records and input daily labor and asset information into the departments Integrated Maintenance Management System.
15%	E	Inspect and operate equipment utilized in the performance of electrical work to ensure compliance with safety standards. Equipment would include; light trucks, hoists, small electrical power tools and a variety of hand tools. Will require operation of commercial vehicles and equipment if properly licensed. Attend state provided training classes, pertinent to the maintenance activities associated with state facilities and achieve certification status where necessary.
5%	M	Incumbent may be required to train less skilled workers. Remove graffiti, clean/paint facilities, load /unload materials, clean vehicles and equipment.

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

In absence of Supervisor, incumbent may be required to act as lead person to the assigned crew. Will assist with training.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have normal color vision. Knowledge of the National Electrical Code, Standard Plans and Specifications, the Electrical Orders of the Division of Industrial Safety, and Cal/OSHA Safety and health regulations, Theory of electricity and electronics; basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of highway electrical systems.

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Abilities: Make rough sketches and drawings related to electrical work. Read and interpret standard plans, specifications, schematics, maintenance manuals and manufacturer requirements. Estimate, order and install materials and generate written work reports. Be able to establish effective communication and cooperation with other personnel assigned to a project. Write detailed reports regarding electrical projects. Instruct unskilled and semiskilled assistants. Maintain a safe work environment.

Analytical Requirements: Utilize progressive and logical trouble shooting techniques in the repair of electrical devices. Understand electrical diagrams, charts, technical sheets, oral and written instructions. Interpret electrical codes as they pertain to state electrical facilities. An effective understanding of electrical formulas and theory as they pertain to state facilities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for his own actions. Failure to perform at a high level and make timely, proper decisions; could endanger human lives and property and result in loss of millions of dollars through lawsuits.

PUBLIC AND INTERNAL CONTACTS

Incumbent will interact with various levels of Caltrans staff. May be asked to work with California Highway Patrol, local city and county agencies and members of the public community. Must be able to answer questions of the public regarding electrical maintenance policy and procedure with courtesy and tact.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The work is physically demanding and requires stamina, agility and strength. Position requires bending, stooping, and /or kneeling. Incumbent may be required to move heavy objects and stand and/or sit for prolong periods. May have to move on uneven surfaces, climb slopes and ladders. Incumbent must be able to do required overhead electrical work with 45 ft boom truck. Incumbent will be required to wear safety equipment; i.e., hardhat, eye protection, earplugs. Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations. Must have the ability to follow guidelines, policy and procedures established by the Department.

WORK ENVIRONMENT

Incumbent can be expected to be outside most days in all kinds of weather, including adverse conditions. May be called out to work odd hours and abnormal workweeks as well as working over eight hours per shift under planned or emergency conditions. Major incidents occurring within the area will also require the presence of the incumbent. Good judgment as well as direction by the Electrical Supervisor will determine when presence is required. Work is performed on or over the road or in the roadway itself where incumbent is exposed to vehicular traffic.

40 – 50% of duties will require out of town travel. Possession of a valid California Drivers License Class C is required.

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