

**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 direction of a Caltrans Electrical Supervisor incumbent is responsible for the operation of assigned electrical maintenance activities in the 694 cost center. The geographical area is Redding, Alturas, Weaverville, Yreka, Red Bluff, Quincy, and Susanville Superintendent's areas. This position is considered full journey level. Incumbent may be required to act as lead in the absence of the Caltrans Electrical Supervisor. A valid California Class C driver's license is required. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
45%	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.
45%	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.
5%	E	(E) Incumbent is expected to inspect 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.
5%	M	Incumbent may be required to train less skilled workers.

<sup>1</sup>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**

In absence of Supervisor, incumbent may be required to act as lead person to the assigned crew. Incumbent will be required to establish and maintain control over the entire operation of the area, to clearly be the person in charge.

**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.

Ability to read and write English at a level required for successful job performance; follow oral and written instructions; work with hand tools; read electrical schematic, drawings and construction blueprints; Analyze situations and adopt effective course of action. Skill in making difficult and complex installations and repairs, and in locating cause of failure.

**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

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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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE