STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Electrician II	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CE II - TOSNET/Desert Electrical BCP2015	911-610-6924-	

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:

Under the supervision of a Caltrans Electrical Supervisor, the CT Electrician II assists in the maintenance of electrical installation within an assigned area. A valid Class C California driver license is required while performing duties associated with maintaining the State highway system; a "B" license is desirable. The incumbent will work individually or with others, and may oversee a less experienced crew member. The normal work week is Monday through Friday, from 6:00 a.m. to 2:30 p.m., on a 5/40 work schedule. Incumbent may be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is required to respond to emergency calls. This position is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Install, repairs and maintains electrical installations, including traffic signals, flashers, ramp meters, count stations, bridge electrical and various associated electronic devices. This includes all portions of highway traffic signals-conduits, wiring, poles, heads, solid state controllers, switches-highway and tunnel lighting, pumps, ventilation equipment, illuminated signs, motors, generators, and devices associated with maintenance-related buildings (shops, roadside rests, etc.). The maintenance and repair of the TMS Communications Network district wide, (electrical analog/ digital and light) in communication with Traffic Monitoring Center (TMC), Hubs, Nodes, traffic signals, CCTV's, Changeable Message Signs (CMS), Ramp Meters and Vehicle Detection Systems (Ramp Meter/VDS). These elements will have associated equipment such as but not limited to motors, alarms, heating and air-conditioning systems, control equipment, surveillance equipment, loop detectors, telemetry equipment, power services, generators, and UPS systems, that will fall under this responsibility. May perform minor facility maintenance.
20%	E	Inspects and tests signals and lighting for proper operation. May act as inspector in traffic signal installations under contract.
20%	E	Installs and repairs electrical or electronically controlled motors, pumps and other equipment. Repairs include but are not limited to trouble-shooting the problem, making adjustments and replacing parts.
5%	M	As requested by the Supervisor or in the Supervisor's absence: Establishes work priorities for the crew; schedules and files monthly signal checks; schedules and files requests and documents from municipalities, Construction, Signal and Ramp Meter Operations; schedules and files all Locate and Mark out Requests for Permits and Construction activities; assists in the training of subordinates; prepares reports of labor, materials and equipment used.
5%	M	Operate light trucks, vans and automotive vehicles. May drive heavy trucks if properly licensed. Incumbent shall follow prescribed methods of equipment use as instructed by META and their supervisor. Shall use Pre-op and Post-op checklist for reporting any problems to their supervisor. Service and make minor repairs on equipment as instructed by META. May operate automatic and/or manual transmission. Other duties as required include filling in for other Electrical Supervisors or the Superintendent during absences, investigating citizen complaints, giving recommendations or feedback to design and construction personnel regarding pending or current projects, etc.

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horns. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings; sufficient night vision to respond to after-hour call outs and sufficient color vision to successfully perform all phases of the job. Training subordinates, inspecting work and performing repairs requires prolonged standing; bending, stooping, kneeling; manual dexterity; loading/unloading materials up to 100 pounds (signal equipment, concrete pull boxes, etc.).

To successfully direct the work of others, incumbent must develop and maintain cooperative working relationships; recognize and respond appropriately to emotionally-charged issues or problems; respond calmly to unusual situations, keeping in mind at all times the safety of self, the crew and the traveling public.
Imperative to respond appropriately to difficult situations (irate citizens or errant drivers).

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be exposed to blown dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold and inclement weather. Occasional night work is required. Work may be done at heights up to 250 ft., over pavement or water and in the midst of traffic. Personal safety requirements include but are not limited to:

- A serviceable leather work shoe or boot specifically fabricated for use in highway construction or maintenance activities
- Either long or short-sleeved shirts provided by Caltrans, or a safety vest to be worn over non-safety shirts or coats
- Long pants. No shorts or cutoffs.
- Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear as required by the department

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