STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

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 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 6:30 a.m. to 3:00 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.). 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.

[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. In the Supervisor's absence, may prioritize and assign work to other crew members, note problems, and depending on the severity, bring to the attention of the Supervisor, or in his/her absence, the Electrical Area Superintendent.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

• Materials, methods, and equipment applicable to the repair of highway electrical and electronic systems including but

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not limited to traffic signals, count stations, hubs, nodes, CCTV's, Changeable Message Signs (CMS), Ramp Meters and Vehicle Detection Systems (Ramp Meter/VDS).
• Knowledge of safety practices, laws and regulations of the Division of Industrial Safety; knowledge of federal and state occupational safety and health regulations; departmental safety and health policies and procedures; knowledge of safe work practices.
• Operation and maintenance of equipment and tools used in electrical maintenance; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles
• Rules and regulations pertaining to electrical maintenance, maintenance standards, placing of detours and warning signs, inspection of encroachments or contracts
• A leadworker's role in promoting equal opportunity in employee development, and for maintaining a work environment free of discrimination and harassment

As the Electrician II often works independently, s/he must possess sufficient knowledge and awareness of safety to protect self and public at all times.

Ability to:
• Repair a wide variety of delicate traffic control devices in the field, including electrical and electronic apparatus
• Make rough sketches and diagrams
• Determine and list material needs
• Interpret detailed drawings, plans and specifications, and take effective action in the event of problems
• Communicate verbally in a clear, understandable voice for personal and public safety and security.
• Direct the work of others
• Keep records including time and cost records of materials, equipment and expenses
• Operate and care for construction and maintenance equipment
• Analyze situations accurately and take effective action
• Exercise sound public relations techniques
• Work independently without close supervision
• Instruct subordinate crew members

Analytical ability is required to plan and schedule the work of others, troubleshoot electrical problems and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can affect the safety of the crew and the public, result in equipment misuse or damage, increase tort liability exposure, or attract employee grievances. Inaccurate, delayed or incomplete estimates may result in added labor and material costs.

PUBLIC AND INTERNAL CONTACTS

Routine contact with subordinates, electrical superintendent, region office staff, vendors, dispatch personnel (Caltrans and Highway Patrol), other supervisors, labor relations staff and union representatives. Occasionally, confers by phone and in person with Design and Construction personnel, Headquarters electrical staff, law enforcement officers, private citizens. Necessary to achieve and maintain a professional, businesslike relationship with the public and fellow employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Desk work requires prolonged sitting, often at a computer terminal, under artificial light. Field work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts, backup bells, car 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).

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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