

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Electrical Supervisor	OFFICE/BRANCH/SECTION Di2/Mtce/Field Mtce Region/Special Crews-Electrical	
WORKING TITLE Caltrans Electrical Supervisor	POSITION NUMBER 902-697-6925-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 the Caltrans Maintenance Area Superintendent (Special Crews), the Caltrans Electrical Supervisor 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. Since it will be necessary for the incumbent to travel, A valid California Class C driver's license is required.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Supervise and participate in a wide range of work projects undertaken by the assigned unit. Such as: install, modify maintain, and repair of all portions of highway traffic signal systems. Including wiring, conduits, poles, heads, controllers, switches, vehicle detectors, and special illumination in connection with these signals. Install and repair of Highway Lighting systems for proper functioning. Incumbent must be able to do required overhead electrical work with 45 ft boom truck.
25%	E	Schedule and plan work for the assigned unit. Ensure required personnel, materials, and equipment is available. Prepare necessary work plans on a daily, weekly, monthly and yearly basis. Inspect right-of-way and recognize deficiencies and hazards in order to initiate appropriate actions.
20%	E	In a timely manner, submit daily, weekly, and yearly records and reports. Such records and reports include, but are not limited to, timekeeping, projects, traffic control, traffic delays, major incidents, highway damage, highway spills, major incidents, hazardous waste, hazardous materials, personnel evaluations, materials, purchases, fuel, equipment, stormwater, and any other report or record as requested.
5%	E	Inspect facilities and equipment in order to ensure State facilities and equipment are used and maintained properly. Make inspections for and assist in solving encroachment and permit issues.
5%	E	Conduct safety meetings and other training. Ensure staff is properly trained and qualified to perform assignments. Monitor crew work habits and conditions to provide for the safety of the crew and public.
5%	E	Administer departmental policy and procedures. Maintain crew morale and discipline. Answer employee and public questions regarding maintenance policy and procedure with tact and courtesy. Ensure departmental policy and procedure is being carried out.

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PM-0924 (REV 7/2014)

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

This is a supervisory position.

Receive supervision and general guidance from the Caltrans Special Crews Superintendent.

Incumbent will directly supervise the assigned unit. Incumbent will be required to establish and maintain control over the entire operation of the assigned unit, and to clearly be the person in charge. Incumbent will use proper disciplinary procedures when needed, but will also work with and develop subordinates into a productive team of motivated employees

May act as superintendent in the absence of the Area Superintendent.

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.

Knowledge of the Maintenance Manual Volume I and II, Safety Manual, Code of Safe Practices, Guide to Employee Conduct and Discipline, and any other manuals or guides pertaining to the operation of an electrical Crew.

Knowledge of rules and regulations pertaining to installation of detours and warning signs.

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

Ability to analyze situations and adopt effective course of action; Plan, layout, and train.

Ability to make difficult and complex installations and repairs; and in locating cause of failure.

Duties will require out of town travel.

Possession of a valid California Drivers License Class C is Required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies.

May have contact with other public agencies and private individuals almost daily in the course of assignment.

Contact may be with hostile public, an employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The work is physically demanding and requires stamina, agility and strength.

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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

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days.

During the summer months the workweeks may be changed to 4/10-hour days.

The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management.

Incumbent may be scheduled to work the night shift during the months of December, January, February, and March or as scheduled by the Maintenance Supervisor.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

This is a travel crew and works out of town on a per diem basis up to 80% of the year.

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

PM-0924 (REV 7/2014)

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
