STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 03/2006)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS ELECTRICAL SUPERVISOR	04/Maintenance/Specialty Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Electrical Supervisor	904-760-6925-XXX	04/7/2014

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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVERS' LICENSE.)

This position is full supervisory level. Under the direction of a Caltrans Electrical Area Superintendent, incumbents are responsible for supervision of maintenance, installation, and repair of electrical and electronic devices associated with state facilities. Incumbent will also perform the work as required involving but not limited to: work assignment, performance evaluation, promotion and enforcement of safety rules, develop/maintain/review appropriate reports and performance of the more complex technical electrical and electronic work. This position requires the operation of light trucks, personnel hoists, vans and automotive vehicles, a Class C driver's license is required. If properly licensed and trained, the incumbent will operate heavy trucks and various heavy equipment used by the crew. Will involve working at extreme heights on bridge structures over bodies of water or roadways, or on towers supporting bridge structures. May be assigned to varying shifts including swing and nights; may work independently to accomplish the assignment. May be called-out to provide assistance in emergency situations.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M)[1] — Job Description

60%(E) Supervise the construction, maintenance, inspection, troubleshooting, and repair of traffic signal systems, changeable message signs, extinguishable message signs, ramp metering systems, traffic count equipment, video surveillance and detection equipment, highway advisory radio equipment, building electrical systems, pumping plants, stationary bridge systems, movable span bridge equipment, scale house systems, rest area systems, and highway lighting equipment. Work may be on and around high voltage equipment and switchgear up to 12,000 volts (high voltage equipment is disconnected from source and locked out prior to work being performed on systems). Work on stationary bridge systems may include, but not be limited to, toll collection equipment, highway call box systems, remote supervisory systems, storage battery systems, telephone systems, navigation air and warning systems, fog detection systems, airway navigation systems, HVAC, transformers, sub-station control centers, engine driven generators and carbon monoxide analyzers.

20% (E) Will be required to make materials acquisition requests, cost estimates and repair time projections. Incumbent may be required to attend meetings pertaining to state electrical facilities and provide concise, accurate reports regarding issues discussed. Will assist with training; maintain work logs, daily timekeeping and maintenance records; input information using various computer software and databases.

15% (E) Will inspect and operate equipment utilized in the performance of electrical work associated with state facilities. Equipment will include but not be limited to: light trucks, personnel hoists, forklift, pavement saw, pipe threading equipment, conduit benders, voltage meters, resistance meters, amperage meters, high potential tester, hot-sticks, power monitoring equipment, air quality equipment, manual digging tools, electrical hand tools and battery test equipment. With proper licensing, will operate various heavy equipment such as backhoes and heavy trucks.

5% (M) May be asked to review and comment on technical drawings and plans; attain/maintain certification if necessary. Assist with performance evaluations. Work closely with the employees on the more difficult or complex projects.

[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

Directly supervise a group of Electricians on assigned crew.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge: Techniques of effective supervision, labor relations, health and safety objectives, affirmative action and equal opportunity programs, contract management and purchasing procedures. Safety precautions and work procedures required in the maintenance and installation of traffic signal systems, stationary bridge systems, movable span systems, building code, highway information systems, highway lighting systems, pump plants and rest areas.

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. Troubleshoot and repair state facilities. Inspect and write detailed reports regarding electrical projects. Train unskilled and semi-skilled staff. Establish a safe work environment.

Analytical Requirements: Utilize progressive and logical troubleshooting techniques in the repair of electrical and electronic devices. Understand electrical diagrams, charts, technical sheets, oral and written instructions. Interpret electrical codes as they pertain to state facilities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision making and troubleshooting skills could effect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other state agencies, city, county and Caltrans personnel, contractors, engineering consultants, and the general public. These contacts may take the form of verbal or written communications relating to the assignment.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job. Must be comfortable working at extreme (200 - 500 feet) heights on bridge structures over bodies of water and on towers supporting bridge structures.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide and end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, subordinates and the general public during the performance of his/her duties.

WORK ENVIRONMENT

The Caltrans Electrical Supervisor may work under various climates and conditions. Work may be performed inside of climate controlled buildings, but most operations will take place alongside, over or upon state highways and right of way. The incumbent will be exposed to noise, inclement weather, dirt, odors, uneven surfaces, heights up to 550 ft above pavement or water, confined spaces, concrete products, cleaning solvents, high speed traffic conditions and moving construction equipment. The incumbent must be willing to work odd hours, weekends and be available for trouble calls outs.

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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)	DATE
EMPLOYEE	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR	DATE