

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Caltrans Electrical Supervisor	OFFICE/BRANCH/SECTION District 5 - Maintenance North Region	
WORKING TITLE Caltrans Electrical Maintenance Supervisor North Region	POSITION NUMBER 905-610-6925-xxx	EFFECTIVE DATE

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 general direction of a Caltrans Maintenance Area Superintendent (CMAS) will supervise Highway Electricians in Monterey, San Benito and Santa Cruz Counties. He/she will direct the maintenance of the electrical and electronic equipment throughout Region. This includes traffic signal systems, highway lighting, maintenance stations; roadside rests, pumping stations and highway landscape electrical watering systems also TOS assets.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Direct Supervision of an Electrical Crew – Make work assignments: arrange for territory coverage during off duty hours: both in the field and the shop, supervise the work activities to assure compliance with prescribed maintenance levels and various safety regulations (i.e., Cal OSHA, Chapter 8, Electrical Safety Orders, Codes, etc.) Proper and effective use of time, material and equipment including preventative maintenance.
30%	E	Daily Administrative Duties – Assemble and complete daily time sheets, material use reports, job completion reports, accident reports and other routine reports: request or order basic material items: maintenance inventory in IMMS, communicate with various policy agencies, departments, crews, and citizens on matters such as trouble reports, assists with signal and lighting coordinator issues.
15%	E	Planning and Preparation – Plan work in advance so most effective use of available resources can be achieved: assure that materials and equipment are available when needed: make use of MSS to guide effective work planning
5%	M	Instruction, training, Performance Evaluation and Discipline Maintenance – Provide employees with appropriate instructions and needed training to safely and effectively do their work: evaluate the results of the training and performance taking or recommending needed remedial actions: maintain crew adherence to policies and regulations instituting or recommending needed disciplinary actions.

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

Will be responsible for the supervision of Caltrans Highway Electricians located throughout the Region.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Have an in-depth knowledge of the NEC Manual, Electrical Safety Orders, Code of Safe Operating Practices, and Chapter 8 of the Caltrans Maintenance Manual. Must be knowledgeable in all areas of maintenance and repairs of highway traffic signal systems, highway lighting, TOS assets, maintenance stations, roadside rests, pumping stations, and landscape electrical watering systems. Have a good knowledge of the operation and care of various vehicles and equipment used in electrical work. Must be able to train and direct new and existing employees as needed. Must be able to operate a computer, do a variety of paper work as necessary, read plans, etc. Act as inspector at times and do other work as required for the maintenance of all electrical systems. Requires the ability to analyze and interpret blueprints, plans, and sketches, understand written and verbal instructions and be open to training.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to perform the duties correctly would result in work being done over at extra cost and could result in accidents and or injuries to the employees and or the traveling public, resulting in extensive liabilities to the State of California. Employee is responsible to carry out all policies and procedures and safety requirements of the Department.

PUBLIC AND INTERNAL CONTACTS

Employee will have extensive contact with internal departments, with other agencies and the public. Will need to be diplomatic when dealing with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to wear earplugs for loud noises, move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. Maybe required to assist in the cleanup of an accident involving drivers and or hazardous spills. May need to work in areas of height that require fall protection or fall restraint. Incumbent must be a self-starter and a team player. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, treat others with respect, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent can be expected to be outside much of the time in all kinds of weather. May be subject to sunburn, poison oak, snake and insect bites, loud noises, dust and chemicals. In addition the job is hazardous because it is performed in the roadway itself or next to it, where workers are exposed to vehicular traffic. There is also the possibility of injury by working with and around heavy equipment. May require overnight stay some of the time. May be required to work rotating or irregular shifts, including nights, and in stressful situations caused by emergencies, traffic accidents, storms or disasters. In addition the supervisor shall be available in case of emergencies to answer trouble calls on a callback basis. Overnight travel will be required as needed for meetings, training and to maintain discipline and assurance that work requirements are met. Incumbents normal work hours will be and a 5/40 shift 06:30 AM to 15:00PM Monday through Friday. Incumbent may be asked to work scheduled overtime and also respond to emergencies.

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