

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2009)

<b>CLASSIFICATION TITLE</b> CALTRANS ELECTRICAL SUPERVISOR	<b>DISTRICT/DIVISION/OFFICE</b> D10/ Maintenance/ 640 Electrical	
<b>WORKING TITLE</b> ELECTRICAL SUPERVISOR	<b>POSITION NUMBER</b> 910-640-6925-XXX	<b>EFFECTIVE</b>

**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 direction, the Caltrans Electrical Supervisor, will supervise a crew of electricians or other employees in the work required to maintain all the electrical facilities within an assigned Electrical Maintenance Territory to the appropriate levels. As required may act on behalf of Caltrans Electrical Superintendent II during periods of his absence; instruct and train subordinates; maintain discipline; encourage and enforce compliance with all applicable Codes and regulations; assist the Construction Department in inspection of contract work for compliance with specifications; cooperate with the Traffic Department in setting up signal system operations; keep records and prepare reports; prepare cost estimates for damage repairs on special work orders; prepare wiring diagrams interpret plans, specifications and drawings of others as needed to carry out electrical projects; direct, or as necessary, do the more difficult repairs/modifications on electrical/electronic control systems; do the work as required.

Employee may be required to do overnight travel up to 25% of the time. Travel expenses will be provided.

**TYPICAL DUTIES**

Percentage Job Description

Essential (E)/Marginal (M)<sup>1</sup>

- 50% (E) Direct Supervision of an Electrical Crew – Make work assignments; arrange for territory coverage of facilities including include traffic signals, traffic signal controllers, landscape irrigation controllers, moveable bridge and ferry electrical systems, pumping plants, maintenance station electrical equipment, highway lighting and illuminated signs, changeable message signs, HRRS, weather stations, traffic counter equipment; truck weighing and roadside rest electrical equipment; both in the field and shop, supervise the work activities to assure compliance with prescribed maintenance levels and various safety regulations (i.e., Division of Industrial Safety, Cal OSHA, Chapter 8, National Electrical Code, Electrical Safety Orders, Codes, etc.) proper and effective use of time, material and equipment including preventive maintenance; evaluate performance of subordinates and

<sup>1</sup> 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



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take corrective action(s) when necessary.

- 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; maintain SVS & T8000 accounts; maintain updated facility inventory of assigned territory; communicate with various policy agencies, departments, crews, and citizens on matters such as trouble reports.
- 10% (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.
- 10% (E) 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 training and performance taking or recommending needed remedial actions; maintain crew adherence to policies and regulations instituting or recommending needed disciplinary actions.

**SUPERVISION EXERCISED OVER OTHERS**

The Electrical Supervisor will normally direct/supervise the activities of electricians or other employees; at times may simultaneously oversee another crew as needed.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge of electrical theory and practice, including minor power, lighting and control circuits; materials, methods and equipment used in the installation, maintenance and repair of electrical and electronic control devices; Electrical Safety Orders, Codes, Cal OSHA requirements, Departmental Safety Policies and Procedures, and other codes applicable to the electrical function; principles of personnel management and supervision; Computer and Caltrans's programs as well as knowledge of word processor, spreadsheets and databases.

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; maintain records and prepare reports; prepare estimates and order materials and equipment; instruct, lead and inspect the work of crews engaged in highway electrical work; analyze situations accurately and adopt an effective course of action; promote and enforce safety rules.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crewmembers. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent may be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.



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**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Employee will be required to bend; stoop; climb; kneel, reach, push, pull, sit and stand for long periods of time. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

**WORK ENVIRONMENT**

The incumbent may/will be exposed to and work in loud noise; dust; chemicals; extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear all personal protective equipment; move heavy objects; stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures. Incumbent will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Responds to after-hour emergencies.

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**I have read and understand the duties listed above and can perform them either with or without reasonable accommodation.** *(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 (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE



STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

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