

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

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| CLASSIFICATION TITLE CT Electrical Supervisor | OFFICE/BRANCH/SECTION 11/Maintenance East Region | |
| WORKING TITLE CES, Metro Electric | POSITION NUMBER 911-610-6925- | EFFECTIVE DATE 07/17/2014 |

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:

Under the direction of the Caltrans Electrical Area Superintendent, Caltrans Electrical Supervisor Prepares reports and presentations. Incumbent supervises and works with a crew of Caltrans Electricians. It's responsible for installation, maintenance and repair of electrical facilities on State highways. A valid Class C driver's license is required while performing duties associated with maintaining the State Highway system; a commercial license is desirable. The normal workweek is Monday through Friday, from 6:30am to 3:00pm on a 5/40 work schedule. Incumbent may be required to work overtime including weekends, may be required to work temporary and/or intermittent varied work shifts and is required to respond to emergency calls. This position is not represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M) ¹ | Job Description |
|------------|---|--|
| 40% | E | Plans and organizes the work of a crew involved in the installation, maintenance and repair of traffic signals, highway lighting, and illuminated signs, and other electrical facilities, within a geographic area. Prepares work orders and develops projects; determines project scope and determines equipment, material and personnel needs; troubleshoots electrical problems and performs the most difficult repairs. Evaluates emergency situations and takes appropriate action; on occasion, takes call outs after normal hours; may consult with law enforcement officials at the scene of an accident or emergency. Coordinate priorities, schedules, system changes, and training new equipment between Electrical Maintenance and Traffic Operations. |
| 20% | E | Prioritizes and assigns work, gives instructions and maintains discipline, evaluates subordinates' performance, and takes or recommends appropriate action. Trains subordinates or coordinates their training by others. Ensures compliance with recognized safety practices including Electrical Safety Orders, Maintenance Manual Chapter 8; maintenance standards and Best Management Practices. Ensures that equipment and assigned vehicles are kept in good repair and properly operated and maintained. |
| 20% | E | Prepares and maintains as needed records of materials, equipment and labor used. |
| 15% | E | Reviews assigned area, spot-checking work in progress or to determining that previous assignments have been completed in a timely and craftsman like manner. Performs monthly night check of electrical facilities in assigned area. |
| 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. |

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervises a crew of 4-7, with a combination of electrician I's and II's.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of electrical theory and practice; materials, methods and equipment used in the installation, maintenance and repair of electrical and electronic control devices, particularly highway traffic signals and lighting systems. Working knowledge of NATIONAL ELECTRIC CODE, ELECTRICAL SAFETY ORDERS of the DIVISION OF INDUSTRIAL SAFETY and of the safety precautions required in the installation and maintenance of electrical systems.

Knowledge of the provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; to placing of detours and warning signs, inspection of encroachments and accident and fire prevention techniques; Caltrans disciplinary policy and procedures; knowledge of current bargaining unit MOUs. Supervisor's responsibilities for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment; basic occupational safety and health regulations; departmental safety and health policies and procedures; a basic knowledge of safe work practices; a supervisor's role in maintaining an effective Injury and Illness Prevention Program.

Ability to read and interpret plans, detail drawings and wiring diagrams; prepare estimates of costs and order materials; analyze information provided by the Maintenance Management System; plan, organize and direct the work of others; detect unsafe conditions and practices, and plan, organize, conduct and evaluate safety training programs; operate and care for maintenance equipment; prepare preliminary budget estimates and reports; keep records of employees' time and of materials and equipment used; analyze situations accurately and adopt an effective course of action; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; communicate successfully with supervisors and subordinates, verbally and in writing; maintain effective relationships with others.

Analytical ability is required to plan, budget, determine equipment needs, and schedule the work of others. As a job is in progress, the incumbent must continually assess safety conditions, equipment breakdowns, and changing priorities, and adjust the plan appropriately, including in emergencies when quick thinking is essential.

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).

WORK ENVIRONMENT

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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