STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
TRANSPORTATION ENGINEER (ELECTRICAL)	DISTRICT 8/DIVISION OF CONSTRUCTION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ELECTRICAL ENGINEER	908-500-3609-	

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 a Senior Transportation Electrical Engineer, the employee performs a wide variety of professional engineering work in either an office or field setting. Oversees or performs inspection of electrical and construction projects. On occasion, may act as a leadworker to Transportation Engineering Technicians and Transportation Electrical Engineers.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
65%	E	Ensures contract compliance by reviewing the Contractor's work associated with electrical and/or electronic construction projects at the project site by inspecting construction, maintenance, and repairs. Test completed work for compliance with contract specifications. Maintains or assists with the monthly progress estimate for electrical, communications and/or other assigned contract items. Maintains or assists in the maintenance of necessary records pertaining to construction progress, job expenditures, contract change orders, contingency balance; daily communication with the contractor, public, utility company representatives and other public agencies. Required to analyze problems and make effective decisions.
15%	E	Ensure contract safety features, applicable Storm Water Pollution Prevention Plan or water pollution requirements and compliance with all applicable permits by reviewing submittals and the Contractor's work at the project site. Employee verifies that all material used on the project is in compliance with the contract plans and specifications. Maintains material acceptance records for the project.
15%	M	Makes field investigations and recommends changes to design to correct design errors or oversights. Assists or writes electrical change orders. Performs an analysis to verify costs submitted by the contractor.
5%	M	Assists in the preparation of information for the public or other Public Agencies relating to construction details that may impact the public.

[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

On occasion, may act as a leadworker to Transportation Engineering Technicians and Transportation Electrical Engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge in the principles of electrical engineering; methods and equipment of electrical construction; properties and uses of electrical construction materials.
Knowledge of electrical testing equipment.
The ability to make neat and accurate computations and to prepare reports.
The ability to establish and maintain a cooperative relationship with those contacted in the course of work.
The ability to communicate effectively, written and orally.
The ability to work in adverse conditions.
The ability to make decisions in the absence of leadworkers or supervisor to ensure project progress.
The ability to use a personal computer and applicable software.

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The ability to work various shifts to meet the work schedule of the Contractor and/or project.
The ability to travel throughout San Bernardino and Riverside Counties.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and or decisions could affect public safety, result in tort liability, or incur additional costs for the Department. Inaccurate, delayed, or incomplete records or estimates may result in added costs to the Department.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely have contact with other State personnel, contractors, consultants, public agencies, and utility representatives to transmit or obtain relevant project information. These contacts may be verbal or written, as needed to perform the assignment. Must be able to represent the Department in litigation matters. Must be able to develop working relationships with Contractors and other local agency personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Outdoor inspection activities require the ability to stoop, bend, kneel, traverse over level and uneven surfaces and move equipment or materials from one location to another. Physical activity varies and any singular physical requirement may be for lengthy periods of time. Requires manual dexterity to operate personal computers and test equipment. Requires training in first aid and CPR and expected to apply this skill in the event of an emergency. Must be able to travel in a vehicle for sustained periods of time and/or on uneven terrain. Must be able to work in extreme weather conditions.

Mental: Must be able to sustain mental effectiveness to write reports, perform audits, identify equipment and material, analyze problems, and take initiative to resolve contract related problems.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and react appropriately and professionally.

WORK ENVIRONMENT

This position is classified as a field position. The majority of the work will be performed at the project site. Some work will be in the office writing reports, performing analysis, and communicating with other personnel. Work locations vary throughout San Bernardino/Riverside Counties and in various environments. Field activities include exposure to moving traffic, loud noises, extreme heat and cold temperature, dust, uneven terrain, and moving heavy construction equipment. May require fieldwork at night. Night work requires the ability to work with artificial lighting. Ability to be aware of and maintain alertness to the environment is critical. Required to wear and utilize protective clothing (e.g., hard hat, work boots/shoes, vests, coveralls, eye protection, hearing protection, respirator equipment).

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)

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SUPERVISOR (Signature)	DATE