

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer, Electrical	District 8/Design-Engineering Services/Electrical Design	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineer, Electrical	908-212-3609	

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, Caltrans, performs a wide variety of electrical transportation engineering work of average difficulty.

Valid driver's license is desirable.

This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
70%	E	Prepares plans, specifications and estimates for all electrical systems installed on state right of way using computer-aided design, drafting methods, and equipment.
25%	E	Drafts project reports, correspondence and other reports for review and approval. Gathers and analyzes existing field conditions in order to make recommendations for improvements to system operations.
5%	M	View field installations and gathers field data to prepare base and existing condition maps.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of engineering, mathematical, electrical and electronic theory and practices, instrumentation and direct alternating current circuits, methods, materials, tools, and equipment used in electrical and electronic construction work.

Ability to analyze engineering problems, formulate solutions and review and evaluate engineering plans and data; to utilize and operate computer-aided design and drafting equipment and use word processing programs on computers, accurately interpret drawings, circuit diagrams and specifications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for important engineering work. An improper design or recommendation could result in creating an accident or congestion problem or substantially increase project costs.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with other District divisions, outside agencies and the general public while coordinating electrical designs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements Employees may be required to sit for long periods of time using a keyboard and video display

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terminal. Ability to work at the keyboard, have manual dexterity, and an ability to focus for long periods of time.

Requires the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces. Subject to normal climate conditions and exposure to dirt, noise, and/or extreme heat or cold.

Mental Requirements Must be able to organize and prioritize large volumes of varied documents. Must grasp the essence of new information and master new technical and business knowledge. Formulate effective strategies consistent with business and competition.

Emotional Requirements Most of the jobs in the Division require interaction with many employees. Must be able to develop and maintain cooperative working relationships. It is important that employees work with others in a cooperative manner. Must deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent even under adversity.

WORK ENVIRONMENT

While at their base of operation, employee will work in a separate workstation in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Employee may be required to travel in state, but the travel is not very frequent.

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