

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Elect)	OFFICE/BRANCH/SECTION District 8/Construction	
WORKING TITLE Transportation Engineer Electrical (TEE)	POSITION NUMBER 908-500-3609-xxx	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Electrical Engineer (Supervisor), the incumbent performs a wide variety of professional electrical engineering work in either an office or a field setting. The incumbent oversees or performs inspections of electrical and construction projects. Under close to limited direction, performs work of high degree of difficulty. Incumbent must possess and maintain a valid California driver's license when operating state vehicles. This position requires both day and night work. Incumbent will be assigned work based on Departmental needs and could be assigned to any office within District 8 which includes San Bernardino and Riverside Counties.

CORE COMPETENCIES:

As a Transportation Engineer (Elect), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence - Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence - Innovation, Pride)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Pride)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Equity)
- **Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation, Pride)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First - Innovation)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	Ensures contract compliance by reviewing contractor's work associated with electrical and/or electronic construction projects at the project site by inspecting construction, maintenance, and repairs. Tests 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, and contingency balance; communicates daily with the contractor, the public, utility company representatives, and other public agencies. Analyzes problems and makes effective decisions.
25%	E	Ensures 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. Verifies that all material used on the project is in compliance with the contract plans and specifications. Maintains material acceptance records for the project.
25%	E	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.

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

Possession and maintenance of a valid driver's license in the State of California is required when operating State vehicles.

Incumbent must attend first aid training and possess a valid Standard First Aid Certificate at all times.

Must have:

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 cooperative relationships 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

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

Must be able to recognize construction problems and take appropriate action. Incorrect decisions could result in delayed project delivery, structural failure, substantially increase costs to the State and/or loss of life.

PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely contact other Caltrans personnel, contractors, engineering consultants, the Federal Highway Administration, and industry representatives to transmit or obtain relevant engineering information. These contacts will be verbal or written, as needed, to perform assignments. Must be able to represent the Department in training matters and properly respond to management. Must be able to develop relationships and be willing to partner with local entities in the construction and oversight of projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Physical activities vary and any singular physical requirement may be for lengthy periods of time. May be required to sit and/or stand for long periods of time. Requires manual dexterity to operate computers (keyboard and video display terminal), field engineering equipment, testing and safety equipment. Activities include field measurements, inspections and observations, in addition to the reviewing and tracking documents and preparation of reports and various forms. Must be able to review documents, plans, and specifications in the format provided to field personnel and the contractors. Must be able to review the

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contract documents as they are maintained by the contract administrators. Required to be trained in first aid/CPR and the ability to apply this skill in the event of an emergency. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces that are near freeways, highways, roads and construction sites. Physical activities require the ability to walk, stand, stoop, bend, twist, crouch, kneel, crawl, push and/or pull, reach overhead and lift, move and/or carry equipment/items weighing 50 pounds or more. Hearing and sight are both essential to job performance because the incumbent must be able to hear directions, traffic and equipment, and must see to perform his/her duties safely. Corrected vision/hearing is acceptable. Night vision must be good for safety when working after dark. Must be able to travel to field offices, field meeting locations, and construction sites, may also travel to other District Offices and Headquarters; therefore, incumbent must be able to travel by car or commercial transportation. Incumbent must be able to travel using a car; vehicles will vary from passenger cars to One-ton pickup trucks. This travel may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling of the vehicle's occupants.

Mental: Requires sustained mental activity needed for report writing, problem solving, analysis, and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to organize, track and prioritize large volumes of varied documents and the ability to concentrate in order to review documents and meet deadlines.

Emotional: Requires the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; must be tactful and treat others with respect.

WORK ENVIRONMENT

This position requires the incumbent to work both indoors and outdoors. While at their base of operation, incumbent may work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Offices may be fixed buildings or trailers and may be co-located with external partners; Local Agency and/or contractor in a combined project office facility. Work generally consists of five eight-hour days and may require travel, overtime, weekend and night work. Vacations/Leave usage may be restricted during peak times. Night work requires ability to work under and with artificial lighting. Field activities and review locations may be in the metropolitan area or at remote sites in the vicinity of and exposure to ongoing construction projects and on and off-highway vehicular traffic. Outside activity includes exposure to sunlight, moving traffic, loud noise, weather conditions of extreme heat and/or cold (including heat up to 120 degrees, cold as low as 15 degrees), strong winds, rain, sleet, snow, dust, and working on uneven terrain adjacent to heavy equipment while on foot and in vehicle. May come in contact with hazardous materials, pesticides, chemicals (i.e., paints, cleaners, solvents, etc.). Hard hat and safety vest or approved safety shirt, acceptable footwear, and other appropriate personal protective equipment (PPE) must be worn/utilized at all times in the field, no exceptions. The incumbent will be assigned work based on Divisional and/or Departmental needs and could be assigned to any office within District 8 which includes San Bernardino and Riverside Counties.

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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