

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Electrician II	OFFICE/BRANCH/SECTION District 6/Maintenance/Fresno Electrical	
WORKING TITLE CT Electrician II	POSITION NUMBER 906-680-6924	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 direction of a Caltrans Electrical Supervisor, incumbent is responsible for the installation, maintenance, troubleshooting and repair of electrical and electronic devices associated with state facilities. Incumbents may also perform lead work as required involving but not limited to office duties, and lower level electrical positions. This position requires the operation of light trucks, personnel hoists, vans and automotive vehicles. Incumbent may drive heavy trucks, if properly licensed. With training and certification where necessary, incumbent may be required to operate equipment such as trenchers, forklifts, air quality monitors, hoists and cranes. Must possess a valid Class C driver's license, Class A or B highly desirable. May also at times assist sign crew when equipment or operations is needed. This position is considered the full journey level for this class.

CORE COMPETENCIES:

As a CT Electrician II, 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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Integrity)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action - Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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, Pride)
- **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. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Construct, install, maintain, troubleshoot and repair traffic signal systems, changeable message signs, extinguishable message signs, ramp metering systems, traffic count equipment, video - surveillance and detection equipment, highway advisory radio equipment, building electrical systems, freeway pumping plants, landscape irrigation pumps and systems, rest area electrical systems, highway lighting equipment/ systems, and sign lighting systems.

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30%	E	Inspect and operate equipment utilized in the performance of electrical work associated with state facilities. Equipment will include (with CDL), but not be limited to: light trucks, personnel hoists, trenchers, forklifts, pavement saws, pipe threading equipment, conduit benders, voltage meters, resistance meters, amperage meters, high potential tester, hot-sticks, power monitoring equipment, air quality monitoring equipment, manual digging tools, electrical hand tools and battery test equipment.
15%	E	Assist with materials acquisition requests, cost estimates and repair time projections. Act as a lead worker and train less experienced personnel in the duties required of a Caltrans Electrician. - Maintain work logs, daily time keeping and maintenance records, and provide for input of it to computer databases. Attend state provided training classes, pertinent to the maintenance activities associated with state facilities and achieve certification status where necessary.
5%	M	Remove graffiti from light poles, cabinets and other electrical facilities clean and paint electrical facilities wash state owned vehicles. Independently load and unload materials and equipment into a state vehicle or building.

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

Will as required lead and oversee the work of one or more of the lesser skilled employee(s). The work might involve a wide range of re-lamping, knockdown electrical repairs, electronics repairs or electrical field repairs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Safety precautions and work procedures required in the maintenance and installation of traffic signal systems, building code, highway information systems, highway lighting systems, irrigation pumping systems, pump plants and rest areas. 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. Abilities: 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. Make rough sketches and drawings related to electrical work. Read and interpret standard plans, specifications, schematics, maintenance manuals and manufacturer requirements. Estimate, order and install materials and generate written work reports. Troubleshoot and repair state facilities. Work independently, but be able to establish effective communication and cooperation with other personnel assigned to a project. Inspect and write detailed reports regarding electrical projects. Instruct unskilled and semi-skilled assistants. Act as a lead worker. Establish a safe work environment. Class C Driver's License is required, Class A or B are desirable for this position.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 crew members. 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

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants and the general public. These contacts may take the form of verbal or written communications relating to the assignment.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state electrical facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers, and the general public during the performance of their duties.

WORK ENVIRONMENT

The Caltrans Electrician II may work under various climates and conditions. Work at times may be performed inside of climate

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controlled buildings, but most operations will take place alongside, over or upon state highways and right of way. The incumbent will be exposed to noise, inclement weather, dirt, odors, uneven surfaces, heights up to 100 feet above pavement or water, confined spaces, concrete products, cleaning solvents, high speed traffic conditions and moving construction equipment. Work hours are from 7:00 AM to 3:30 PM M-F. The incumbent must be willing to work odd hours, weekly shift changes, weekends and be available for after normal work shift hours trouble calls outs.

Reviewed and Approved for advertising:

SUPERVISOR (signature)

(print)

DATE

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

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