

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Electrician I	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region	
WORKING TITLE Caltrans Electrician I - Assets	POSITION NUMBER 904-760-6938-xxx	REVISION DATE 09/04/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

This position is considered the full journey level for this class. Under direction of a Caltrans Electrical Supervisor and Electrician II, employees are responsible for Caltrans electrical assets inventory, Safety Inspection of electrical construction projects, develop a punch list of defect and installation errors and monitor completion prior to accepting projects. Employee will work with Caltrans Standard Plans, Electrical Asset Inventory System and must be familiar in IMMS. Employee will be required to work closely with PG&E to coordinate proper service connection and correct utility billing. Employee must be able to make minor repair adjustment of electrical and electronic devices associated with state facilities. Employee may also review agreements with Cities and Counties and perform lead work as required. This position requires the operation of light trucks, vans and other automotive vehicles. With training and certification where necessary, employee may be required to operate personnel hoist, air quality monitors where required, and work independently to perform the duties assigned this class. Employee will need to establish a safe work environment. Must possess a valid Class C driver's license, Class A or B highly desirable.

CORE COMPETENCIES:

As a CT Electrician I, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (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 - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **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 - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **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 - 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. (Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Engagement)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First - Engagement)

TYPICAL DUTIES:

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

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45%	E	Position may be required to assist in the installation, maintenance, 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, pumping plants, stationary bridge systems, movable span bridge equipment, scale house systems, rest area systems and highway lighting equipment. Incumbent may be required to work on and around high voltage equipment and switchgear up to 12,000 volts (high voltage equipment is disconnected from source and locked out prior to work being performed on systems). Work on stationary bridge systems may include, but not be limited to, toll collection equipment, highway call box systems, remote supervisory systems, storage battery systems, telephone systems, navigation aid and warning systems, fog detection systems, airway navigation systems, heaters, air conditioners, transformers, sub-station control centers, engine driven generators and carbon monoxide analyzers.
30%	E	Inspect and operate equipment utilized in the performance of electrical work associated with state facilities. Equipment will include (if properly licensed), but not be limited to: light trucks, personnel hoists, trenchers, backhoes, forklift, pavement saws, pipe threading equipment, conduit benders, voltage meters, resistance meters, amperage meters, high potential tester, hit-sticks, power monitoring equipment, air quality monitoring equipment, manual digging tools, electrical hand tools and battery test equipment with local cost center electricians assisting with project inspection, planning for project meetings, inventory and billing issues.
20%	E	Assist with materials acquisition requests, cost estimates and repair time projections. Attend state provided training classes, pertinent to the maintenance activities associated with state facilities and achieve certification status where necessary.
5%	M	Employee may be required to remove graffiti from light poles, cabinets, and other electrical facilities. Employee may be required to clean and paint electrical facilities. Incumbent may be required to wash state owned vehicles. Employee may be required to 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

Position is rank and file and has no supervisory role.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Safety precautions and work procedures required in the maintenance and installation of traffic signal systems, stationary bridge systems, movable span systems, building code, highway information systems, highway lighting systems, pump plants and rest areas.

Abilities: 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. Establish a safe work environment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision making and troubleshooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants and the 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

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scaffolding, and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Employee 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 and product that is safe and usable.

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

WORK ENVIRONMENT

The Caltrans Electrician I may work under various climates and conditions. Work may be performed inside of climate 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 550 ft above pavement or water, confined spaces, concrete products, cleaning solvents, high speed traffic conditions and moving construction equipment. The incumbent must be willing to work odd hours, weekends and be available for trouble call outs.

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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