

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Electrician I	OFFICE/BRANCH/SECTION 08-831 EAST ELECTRICAL (EFIS # 2370)	
WORKING TITLE CALTRANS ELECTRICIAN I	POSITION NUMBER 908-830-6938-XXX	REVISION DATE 11/18/2024

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 Caltrans Electrical Supervisor, the Caltrans Electrician I will be responsible for the installation, maintenance, and repair of electrical and electronic devices used within the state right of way and on state facilities. Will work independently, with a crew, or may be assigned to lead the work of a crew or to oversee work performed by private contractors. Will be required to work overtime including nights, weekends, and holidays, and is expected to respond to emergency calls. May be required to work temporary and/or intermittent varied work shifts due to operational requirements. May be loaned to other cost centers. This position is represented under collective bargaining. Must possess and maintain a valid Class C driver's license. May operate a 45-foot personnel hoist used to repair and maintain Caltrans electrical equipment; therefore, it is desirable to possess a Class A or B Commercial Driver's License with a current medical certificate.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Assists higher level electricians while they install, maintain, troubleshoot, and repair electrical and electronic devices and systems associated with state facilities. These include but are not limited to traffic signals, ramp meters, traffic information systems, traffic count stations, highway lighting, landscape electrical watering systems, pumping stations, emergency power systems, generators, transformers, battery back-up systems, changeable message signs, closed circuit television equipment, highway advisory radio systems, environmental sensing stations, fiber-optic communication systems, and devices associated with maintenance stations, shops, and roadside rest areas.
45% E	In addition, the incumbent will be required to read and interpret electrical drawings and as built plans and to estimate repair times and costs for work to be performed. Will make timekeeping reports, keep maintenance logs, complete daily vehicle pre and post operational inspection sheets, and submit defect and lighting outage reports. May make routine bench maintenance activities and assist higher level electricians in making repairs by overhauling and adjusting electrical and more complex electronic equipment used on the State right of way. May be required to perform clerical and computer tasks that include but are not limited to timekeeping, highway inventory, highway lighting outage reporting, working stock inventory, material ordering.
10% M	Will be responsible cleaning of devices and enclosures, removal of graffiti, and painting when needed as part of good maintenance practice. Will also be required to complete janitorial tasks on assigned vehicles and equipment as well as the storage, workshop, office, and yard areas at the designated work location.

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

Must have knowledge of the theory of electricity and electronics; basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electrical and electronic equipment as well as knowledge of safety precautions while working with and around electricity. This should include an understanding of the National Electrical Code, the Electrical Orders of the Division of Industrial Safety, and CAL/OSHA safety and health regulations. Must have skill in repairing a wide variety of electrical and electronic devices. Must be able to communicate at a level required for successful job performance; develop and maintain cooperative working relationships; and work independently without close supervision. Must be able to act as a leadworker; instruct unskilled and semiskilled assistants; establish and maintain a safe working environment; order materials and equipment, and keep records of labor, equipment and materials used. Must be able to read electrical schematic drawings and construction blueprints; make rough sketches and draw diagrams. Must be able to analyze situations accurately and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Has responsibility for exercising judgment in making decisions relative to the safety of the crew and the public. Poor decisions or actions could jeopardize the safety of the employee, co-workers and the traveling public, and could damage state or private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

Will have frequent contact with fellow employees and may have frequent contact with the public. Contact with other District employees and representatives from other governmental agencies, including peace officers and other emergency workers or with private contractors is likely.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to do manual labor including moving and placing heavy objects by lifting, pulling, pushing, and carrying. Other physical requirements include prolonged standing, walking, working on uneven ground, power grasping, performing fine

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manipulation, climbing, reaching, working overhead and at heights, squatting, and twisting. Will be required to work from elevated personnel hoists, on elevated structures, or from ladders. Must be able to respond to and cope with emergency situations such as those connected with traffic situations, weather conditions, including extreme heat, strong winds, rain, snow, and other natural disasters. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and be alert and aware at all times. Must have visual and color acuity and be able to hear, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others and successfully perform the essential functions of the job.

WORK ENVIRONMENT

This position is based at a maintenance facility in a metropolitan area. Time will be spent outdoors in the field as well as indoors in a laboratory/repair room environment. Will travel extensively within the assigned area, which includes metropolitan, rural, mountain, and desert areas. Weather conditions vary from a cold, wet, and windy winter climate to hot and mostly dry summer conditions. Temperatures range from below freezing in the winter to over 100 degrees consistently in the summer. Winter weather includes rain and heavy snow. In the summer, occasional heavy thundershowers are likely. Will be exposed to live electrical circuits as well as noise, dust, and chemicals. Will be required to wear long pants and appropriate footwear in good condition and must wear provided personal protective safety equipment such as shirts or vests, hard hats, gloves, and safety glasses as well as other safety devices deemed necessary. Will be required to travel the area and may be required to stay out of the local area overnight or for extended periods.

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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