

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE CT Electrical Supervisor	OFFICE/BRANCH/SECTION 09/Maintenance/Electrical South Crew	
WORKING TITLE Caltrans Electrical Supervisor	POSITION NUMBER 909-640-6925-918	EFFECTIVE 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:

The Caltrans Electrical Supervisor receives general direction from the Caltrans Maintenance Area Superintendent. This position is located in Mojave and is responsible for the maintenance and Levels of Service on electrical inventory items. Supervises and schedules work for the electrical crew and building maintenance in Mojave. The incumbent may cover for the Electrical Supervisor in Bishop and may work together on projects with the Bishop Electrical crew. Follows safety/health policies and procedures as contained in the Departments Injury and Illness Prevention Program. Requires knowledge of environmental, storm water, emergencies, natural disasters, accident prevention techniques, and safe work practices. Follows and enforces CAL/ OSHA and safety rules and regulations, National Electronic Code and the District Maintenance Code of Safe Operating Practices. Incumbent is responsible for the proper maintenance/operation of assigned equipment.

CORE COMPETENCIES:

As a CT Electrical Supervisor, 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. (Cultivate Excellence - Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - 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. (Cultivate Excellence - 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 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. (Safety First - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Innovation)
- **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 - 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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety First - Innovation)

TYPICAL DUTIES:

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

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40%	E	Supervises the installation, maintenance and repair of a wide variety of electric and electronic related equipment. Traffic signals, highway lighting, pumping devices, motors, alarms, heating and air-conditioning systems. Advises in the selection of electrical materials and specialized equipment. Supervises the maintenance of the electrical shop, the care and maintenance of electrical tools and equipment. Is in charge of the maintenance, installation and repair of electronic devices and facilities. Helps and directs the work of electricians and other employees. In addition to supervisory responsibilities, the incumbent will perform the more complex technical electrical or electronic work. Instructs and trains subordinates and evaluates their performance.
20%	E	Maintains daily work reports, time, and maintains records. Reads and makes drawings of schematics, wiring diagrams, intersections, phase-diagrams, and completes corrections. Will place orders for equipment and supplies.
15%	E	Responds to electrical emergencies, evaluates the situation and takes appropriate action.
10%	E	Makes detailed checks of traffic signals and highway lighting systems to locate trouble or cause of failure. Inspects and tests both signals and lighting systems for proper functioning.
5%	E	Operates equipment used by the assigned unit. Make adjustments and minor repairs. Maintains all pertinent records and enforces the equipment preventative maintenance program.
5%	E	May inspect for proper electrical operation and installation of contracts and permits for compliance with Standard Plans and Specifications.
5%	M	Provides Underground Service Alerts (USA-checking underground utilities, gas lines, fiber optics, etc.) for Caltrans facilities.

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

This is a supervisory position and will supervise electricians and maintenance mechanics. Incumbents will assign work, evaluate performance, promotes and enforces safety rules and regulations, the national electric code and the Caltrans code of safe operating practices. Develops, maintains and reviews appropriate reports and records. Knowledge and techniques of effective supervision labor relations, safety and health, equal opportunity and the processes available to meet objectives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The theory of electricity and electronics, basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electronic equipment, including solid-state circuits and transistors; safety precautions while working with electricity, including the National Electric Code, the Electrical Orders of the Division of Industrial Safety, and CAL/ OSHA safety and health regulations. Knowledge of effective supervision of safety, health, discipline, and affirmative action/equal opportunity. Know and understand the provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles and rules and regulations pertaining to highway maintenance practices.

Ability to plan, layout, train, and inspect the work of others. Ability to analyze integrated maintenance management system reports. Make difficult and complex installations, repairs and determining the causes for failure. Must have the ability to work safely around high-density traffic and at various heights above traffic. Must have the ability to work effectively alone or with others.

Must possess an unrestricted valid Class "C" drivers license. Class "B" or Class "A" with "N" (Tank Vehicle) endorsement is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers, the public and environment. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property resulting in lawsuits.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public and employee is expected to maintain a favorable public image for the State. At times may deal with the media.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to work rotating or irregular shifts including weekends, nights and overtime. The above duties may require prolonged stooping, bending, lifting, sitting, climbing or standing. May be required to work in extreme warm or extreme cold weather and during inclement weather. Percentages may vary depending on crew, geography and season.

Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment 30% of the time on a year round basis. The remainder of the activity may be labor.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking.

Moving material-Incumbent may be required to move bagged/boxed material, which can weigh from 50 to 100 pounds. Material may be moved from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Incumbent should ask for assistance when moving items over 50 pounds.

Overhead reaching-Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment, signaling other workers and throwing/loading material in equipment.

Other reaching-Includes but not limited to checking equipment, driving, shifting, setting and retrieving cones and signs, re-lamping, using hand tools, working with conduit and wire, working in cabinets.

Pushing/Pulling-Includes but not limited to setting poles, pulling wire, tightening and loosening nuts on bolts.

Twisting-The operator twist while driving equipment and does so on a continuous basis, especially while backing up or turning around.

Climbing/Balancing-Is done in and out of equipment, up and down banks/slopes, up and down and standing on ladders, hoist buckets, stairways, (often with material or supplies); onto steps, walkways, and signs.

Bending/Crouching/Squatting/Crawling-Is done occasionally throughout the day. The employee will occasionally be bending, stooping, crouching, squatting and crawling while checking such items as pull boxes, cabinets, picking up and laying down tools, materials and performing daily tasks.

Simple Grasping-This activity is necessary about 95% of the the shift climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation-This occurs less than 5% of the the day and usually while writing reports or manipulating the knobs and levers on equipment.

Importance of Hearing and Sight-Both are essential on the job as the employee must hear directions and equipment, and must see in order to perform their duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices including vehicle horns used to warn employees of eminent danger. Corrected hearing is acceptable.

Sight needs to be corrected to the Department of Motor Vehicles standards for safe vehicle operation.

Height-Will work above the ground on signs, structures and in personal hoists at heights of 45 feet and above.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat , cold, strong winds, rain, dust, noise, uneven surfaces, etc. This includes heat up to 120 degrees and cold temperatures to -15 degrees. 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 250 feet above pavement or

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water, confined spaces, concrete products, cleaning solvents, high speed traffic conditions and moving construction equipment.

Normal work shift is 4/10 Monday through Thursday. The scheduling of the 4/10 days is at the discretion of the District Management. Employee may be scheduled to work weekends and/or night shift as needed to meet operational needs.

May be required to work overtime and respond to call outs, which may include weekends and holidays due to storms, emergencies, special work projects or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

- A. Appropriate footwear in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeve shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants.
- D. Provided safety gear, hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the department.
- E. For night work: reflective vest worn over white coveralls.

This position requires out of town travel up to 40% of the time.

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