

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Electrical Area Supt	OFFICE/BRANCH/SECTION DISTRICT 7/MTCE/ELECTRICAL REGION	
WORKING TITLE Caltrans Electrical Area Superintendent	POSITION NUMBER 907-750-6900-XXX	REVISION DATE 11/08/2024

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 general supervision of a Caltrans Maintenance Manager II, the incumbent is responsible for the Levels of Service on electrical inventory items within five areas in District 7 and the work of four to six highway cost centers. The incumbent will review contracts submitted for assigned areas, perform safety reviews of new contracts before acceptance by Maintenance, review and ensure the proper maintenance/operation of assigned equipment. Responsible for the training, safety, upward mobility, and administrative transactions of employees within the assigned area of responsibility. Must possess a California Class C driver's license. Commercial Class A or Class B driver's license is desirable.

CORE COMPETENCIES:

As a CT Electrical Area Supt, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Engagement, Equity, Integrity)
- **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 - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	Review and monitor work programs submitted by area supervisors and makes final recommendations. Review management system reports, monitors and evaluates person year expenditures, recommends staffing assignments, reviews and approves equipment/material purchases per department policies. Review and sign off on travel expense claims. Assist in coordinating work with other regions, construction and traffic.
40%	E	Assist Supervisors with technical problems and personnel issues. Assist in the collection of information to prepare the Region's yearly budget. Analyze information provided by the Maintenance Management system or Integrated Maintenance Management System (IMMS) and make appropriate decisions based on this data. Respond to Maintenance inquiries from the public and/or other Caltrans departments. Attend meetings and training classes. Respond to emergencies to evaluate the situation and take appropriate action. Handle complaint calls.
20%	E	Perform field reviews of maintenance operations for safety, traffic control, and levels of service. May represent the Region at meetings, functions, public contact, etc. May be responsible for other crews within the Region, as needed.

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

Has direct supervision of four to six Caltrans Electrical Supervisors. In the absence of Maintenance Manager I and/or II, may be acting Manager I or II over the Region. Will directly supervise private contractors performing standard and emergency work or services.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have strong knowledge of electrical theory and practice, including power, lighting and control circuits; materials, methods, and equipment used in the installation, maintenance, and repair of electric and electronic devices, particularly as pertains to the repair of highway traffic signal and lighting and bridge electrical systems; methods, materials and equipment used in minor electrical construction repair; electronics as applied to traffic signals and other control and measuring devices and the Electrical Safety Orders of the Division of Industrial Safety and of the safety precautions required in the installation of traffic control devices. Must have the ability to direct and coordinate the work of electrical crews; read and interpret plans, detail drawings and wiring diagrams. Must have ability to prepare estimates and specifications, and to anticipate material and equipment needs; maintain effective cooperative relations with those contacted in the work, and to direct the work to others.

Must know and understand the supervisor's role in safety-health-labor relations to meet these program objectives. Must understand and apply principles of personnel management and supervision and the Department's affirmative action plan. Must 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. Must have the ability to work safely around high-density traffic. Must have the ability to work effectively alone or with others. Must be able to analyze work situations effectively and make sound decisions. Must have the knowledge and understanding of Department Policies, Procedures, and Directives that pertain to Maintenance activities. Must be able to communicate well both in writing and in person, with all levels of maintenance management. Must have the knowledge and understanding of Department Policies, Procedures, and Directives that pertain to Maintenance activities. Must have a good understanding of the Employee Assistance Program, Caltrans Hiring Guide, Procurement Manual, Storm-Water Program, Emergency Response Plan, Caltrans Guide to employees Conduct and Discipline, Equal Employment Opportunity Policy, Cal Card Policy, Lane Closure Procedures, Equipment Policies, Travel and Expense Guide, and Bargaining Unit 12 Craft and Maintenance Agreement.

Must have a thorough understanding of the Department's functions and resources. Must have an understanding of the many transportation programs throughout the Department. Must possess a thorough knowledge of statewide Maintenance functions and the purpose, mission, vision and goals, as well as the organization and procedures of the Department of Transportation.

Must be familiar with the various resources needed to properly prepare reports concerning Maintenance Programs. Must have the ability to reason logically, analyze complex problems, and develop sound recommendations. Must have demonstrated ability to take initiative in problem solving. Must be able to effectively achieve Maintenance Division, District, and Headquarters Coordination through personal persuasion, without direct line authority.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways or damage to State equipment and facilities. Errors may expose the State to liability for damages to public property and delays in project delivery.

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PUBLIC AND INTERNAL CONTACTS

Must maintain good relations with the public, Caltrans employees, and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of the assignment. May have contact with hostile or upset persons and is expected to maintain a favorable public image for the Department and the State at all times.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position involves work of an analytical nature. Must be able to use established methods for training employees. Must be able to manage the training needs of Region personnel. Must be able to develop and maintain a database to track training, non-expendable equipment, and safety-related information. Much of this position is mentally intensive. Must be able to interact well with employees and individuals from many different cultural backgrounds. Must also have physical ability to react quickly to errant motorists in the field. Incumbent must possess good computer skills and be proficient in Microsoft Word, Excel, and Outlook.

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 an analytical nature 90% of the time on a year-round basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift.

Various situations and percentages given to illustrate typical ranges of time spent sitting, standing, and walking includes but is not limited to the following:

Lifting (floor to bench to floor) - Items lifted may be any of the following but not limited to boxed files, copier paper, computers, chairs, or office equipment up to 100 pounds.

Light pickup - Items lifted may be any of the following but not limited to single post sign work, installing regulatory and emergency sign knockdowns, 5% of the time.

Transport/Carry – Bagged/boxed material which may weigh 50 to 100 pounds must be transported/carried from storage areas to vehicles and from vehicles to job sites which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 pounds each. Tools carried include signs, standards, flags, cones, sign posts, etc. and may be carried on uneven terrain, 5% of the time.

Overhead reaching – Filing and storing material in equipment. Overhead work includes pulling self up into many types of equipment, pruning, holding signs, signaling other workers, tightening sign bolts, and moving/loading material in equipment.

Other reaching – Setting cones, lubing and checking equipment, shoveling, driving, using digging bar, shifting, holding signs, picking up cones; often done on a continuous basis, over 10% of the time.

Pushing/pulling – Pulling brush and limbs, pulling chairs, shoveling, opening doors, hooking up trailers, working cranks on equipment stands, tightening and loosening nuts and bolts. Installing and removing tires and chains, 5% of the time.

Twisting – The Supervisor may twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a truck. Other twisting is done while shoveling, installing signs, setting down and picking up traffic cones which weigh 10 pounds. May twist 5% of the time in field or office.

Climbing/balancing – Occurs 10% of the time in the field. Climbing is done in/out and off/on of equipment, up and down banks and slopes.

Bending/Crouching/Squatting/Crawling – Often done continuously throughout the day while in the office or the field. This activity is required 90% of the time.

Simple grasping – This activity is necessary about 90% of the shift while climbing in/out and around equipment, operating office materials.

Fine Manipulation – This occurs 90% of the shift and usually while writing reports or manipulating computer equipment.

Hearing and Sight – Essential in order to work safely on the job because of how close the incumbent will be working next to fast moving traffic or large equipment. Incumbent must have adequate night vision to be able to perform work safely.

Hearing should be adequate with or without a hearing aid to hear warning devices used for worker safety such as look out alarm

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devices including vehicle horns used to warn employees of eminent danger at the work site (per Caltrans Safety Manual).

WORK ENVIRONMENT

Will work in a wide range of sometimes extreme conditions including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

May be required to work overtime due to emergencies, special work projects, or to meet operational needs with proper advance notice.

Employees are expected to report to work reasonably dressed to protect themselves during routine assignments and from exposure to usual and/or predictable physical and environmental conditions found in the workplace (per Caltrans Safety Manual).

Personal safety requirements include but are not limited to:

A. Appropriate footwear, in adequate condition.

B. Long or short sleeve shirts provided by Caltrans. Safety vest is to be worn over non-safety shirts or coats.

C. Long pants; no shorts or cutoffs.

D. Safety gear such as: hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, and/or other safety gear.

E. Reflective vest worn over white coveralls, as needed, such as for night work.

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
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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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