

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Electrical Supervisor	OFFICE/BRANCH/SECTION DISTRICT 7/MAINTENANCE/ELECTRICAL REGION	
WORKING TITLE CALTRANS ELECTRICAL SUPERVISOR	POSITION NUMBER 907-750-6925-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 general direction from the Caltrans Maintenance Manager II and general supervision from the Caltrans Electrical Area Superintendent, the incumbent is responsible for the Levels of Service on Electrical inventory items in the District. Enforces safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; knowledge of environmental, storm water, emergencies, natural disasters, accident prevention techniques, principle's of effective supervision and safe work practices. Supervisor is responsible for the review and proper maintenance/operation of assigned equipment. Supervisor is responsible for the training, safety, upward mobility, maintaining discipline, and administrative transactions of employees assigned to the area of responsibility. Must possess a California Class C driver's license. Commercial Class A or Class B driver's license is desirable but may be required to operate equipment requiring a Class B driver's license, train others to operate equipment requiring a Class B driver's license, or supervise employees required to operate equipment requiring a Class B driver's license

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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, Innovation, Integrity)
- **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 - Equity, Integrity)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

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50%	E	Assists in coordinating electrical work with other Cost Centers, Regions, Construction and Traffic Departments. Analyzes information provided by the IMMS system and make appropriate decisions from this information. Designs special circuits and wiring systems as required. Makes drawings of schematics, wiring diagrams, intersections, phase-diagrams, and corrections of them. Instructs and trains subordinates and evaluates their performance; makes estimates of cost; orders supplies and equipment; input cost center's time into computer, extract reports and other information from computer, maintains records and prepares reports. Responds to maintenance inquires from public and/or other Caltrans departments. Attends meetings and training classes as required. Handles complaint calls.
30%	E	Responsible for directing and overseeing the installation, maintenance, construction, repair of electrically or electronically operated devices, and various electrical and electro-mechanical equipment on State highways. This includes traffic signals, highway lighting, illuminated signs, flashers, tunnel lighting, ramp metering, weigh stations, truck escape ramps, park and rides, motors, building lighting, heating and air conditioning systems. Lays out and assigns work to crew members and personally performs difficult technical work in connection with the repair or modification of traffic signal control devices. Inspects field work performed by electrical crews; may inspect for proper operation and installation of contracts and permits for compliance with Standard Plans and Specifications. Recommends acceptance or rejection after inspection.
10%	E	Performs field reviews of electrical maintenance operations for safety, traffic control and levels of service. Responds to electrical emergencies and evaluate the situation and takes appropriate action. Promotes and enforces CAL/OSHA and safety rules and regulation; the National Electric Code and the District Maintenance Code of Safe Practices.
10%	M	Represents 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

Responsible for planning and scheduling of the work that is necessary for the efficient use of personnel and equipment. He/she supervises a crew comprised of seven to ten employees. May directly supervise private contractors performing standard and emergency work or services.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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 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. Ability to direct and coordinate the work of electrical crews; read and interpret plans, detail drawings and wiring diagrams.

Understands and applies principles of personnel management and supervision, and the Department's EEO policies. 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. Know and understand the supervisor's role in safety-health-labor relations to meet these program objectives.

Knows and understands 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 and at various heights above 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 be able to communicate well verbally, electronically, and in writing, 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 good understanding of the Department's functions and resources. 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

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to take initiative in problem solving.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error 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. Error may expose the State to liability for damages to public property and delay in project delivery.

PUBLIC AND INTERNAL CONTACTS

Maintains 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. When in contact with a hostile person, the incumbent is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

A considerable part of this position is of an analytical nature. The incumbent must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific maintenance operations and be able to review costs and formulate unit cost information. This position is mentally intensive. The incumbent 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 motorist and other emergencies in the field.

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 85% of the time on a year-around 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.

Lifting (floor to bench to floor) – Items up to 50lbs may be lifted 5% of the time.

Carrying – Bagged/boxed material, which may weigh up to 50 pounds and be moved from storage areas to vehicles and from vehicles to job sites. These items may be moved on uneven terrain. Tools are moved a few feet to 100 yards and weigh a few ounces to 25 lbs. This may be done 5% of the time.

Overhead Reaching – Overhead work includes filing, material storage and removal. This may occur 2% of the time.

Other Reaching – May include filing, using computer keyboard, or telephone. This may occur 50% of the time.

Pushing/Pulling – May include filing, opening and closing of doors or drawers. This may occur 50% of the time.

Twisting – May include lifting, filing, using computer, or telephone. This may occur 50% of the time.

Climbing/balancing – Climbing up and down banks, ladders, stairways, and in and out of equipment.

Bending/Crouching/Squatting/Crawling – May bend/crouch or squat while inspecting the work of his employees or the work of a contractor. This may occur 10% of the time.

Simple Grasping – Writing, filling out paperwork, filing, opening or closing items and the use of a computer. These activities are necessary about 95% of the time.

Fine Manipulation – Usually done while writing reports or manipulating the keyboard of a computer. This occurs 95% of a day.

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

Height – Incumbent will have employees that work from a height of over 45 feet and may be required to do operational reviews from this height.

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WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to 30 degrees, strong winds, rain, dust, noise and uneven surfaces.

Maybe requested to work overtime due to emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime 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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE