

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Electrical Supervisor	OFFICE/BRANCH/SECTION D6/MAINTENANCE/ELECTRICAL	
WORKING TITLE CT Electrical Supervisor	POSITION NUMBER 906-680-6925	REVISION DATE 11/05/2024

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 direction of a Caltrans Electrical Area Superintendent (CEAS), the Caltrans Electrical Supervisor (CES) directs the work of field electricians that may include Caltrans Electrical Technicians, Caltrans Electrician I, and Caltrans Electrician II employees. The incumbent is required to: assign work, evaluate performance, promote and enforce all safety policies, develop/review reports, and perform the more complex technical electrical or electronic work in the field when needed. The incumbent must possess an unrestricted Class 'C' driver's license. A class "A" or "B" driver's license is desirable for this position and is compensable.

**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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, 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. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - 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 - 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 - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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45%	E	Plan and direct the operations of field electrical maintenance crews. Provide supervision for borrowed employees for specific field job assignments when needed. Layout and plan daily field work activities for employees to meet job requirements and specific workloads. In addition to supervisory responsibilities, the incumbent may perform more complex technical electrical or electronic field work. The incumbent is required to respond to incidents and emergencies before or after normal work hours. The incumbent will supervise field installations and maintenance/repair of a wide variety of electric and related equipment including, but not limited to: traffic signals, ramp meters, highway lighting, highway advisory radios, pumping plants, closed circuit television, weather stations, changeable message signs, flashing beacons. The incumbent shall effectively contribute to the department's Injury and Illness Prevention Program and enforce the department's equal opportunity rules and procedures at all times.
35%	E	Supervise and direct crew members to provide electrical support for USA dig tickets, location of electrical facilities for construction and permits, ITS/TCOM field support for all ITS elements and TCOM contractors.
10%	E	Supervise and direct crew members to provide electrical support for USA dig tickets, location of electrical facilities for construction and permits, ITS/TCOM field support for all ITS elements and TCOM contractors.
10%	M	Perform field inspections on construction and permit electrical. Turn in Under Ground Service Alert (USA) locating tags and perform field checks for markings before start of work.

<sup>1</sup>ESSENTIAL 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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent will supervise a crew of up to 8 Caltrans field electricians and two TOSNET field contractors.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent will be familiar with the theory of electricity and basic electronics; basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electrical and 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. Techniques of effective supervision; labor relations, safety and health objectives, regulations and practices and a supervisor's role in safety, health, Equal Opportunity Programs and the processes available to meet program objectives. Skills necessary for success in this position include: Making prudent and necessary supervisory decisions, difficult and complex installations and repairs; locating causes of failure; communicating effectively with other employees, the public, local agencies, and Caltrans; following directions; working with hand tools; reading electrical schematic drawings and constructions blueprints; analyzing situations and adopting a effective course of action.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error in judgment or decision making process could result in additional work and may result in the exposure of Caltrans to tort liability & loss of credibility. May also jeopardize this position as well.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to write & speak effectively. Ability to communicate with and respond to the general public, other agencies, elected officials, and other state employees. All contacts require that a high degree of sensitivity, personality, respect be demonstrated at all times. Personnel issues require a high degree of confidentiality at all time.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the physical ability to perform labor tasks, the mental ability to react quickly to unforeseen circumstances, and the emotional stability to deal safety with potentially hazardous working conditions.

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### WORK ENVIRONMENT

With the exception of a small percentage of time indoors doing paperwork this position requires outdoor field work in all types of climatic conditions including extreme heat and cold/dampness, dirt, dust, wind, and heights. Incumbent is required to respond to highway emergencies and after-hours call-backs. Work hours are from 7:00 AM to 3:30 PM M-F.

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REVIEWED AND APPROVED BY:

\_\_\_\_\_  
SUPERVISOR (signature)

\_\_\_\_\_  
(print)

\_\_\_\_\_  
DATE

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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