

**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 Electrical Safety Officer & Safety Coordinator	POSITION NUMBER 907-750-6900-XXX	REVISION DATE 11/27/2024

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 direction from the Maintenance Manager II, the incumbent will be responsible for researching and addressing safety and health issues raised by maintenance employees and provide reports to management; serve on various multi-disciplinary committees; perform field safety reviews; attend tailgate safety meetings; act as safety representative for Maintenance in the planning phase for project development; incumbent must possess knowledge of the Caltrans training process including the Learning Management System (LMS), Integrated Maintenance Management Systems (IMMS) for proper safety charging practices; investigate accidents and participate on Accident Review Teams, and Levels of Service (LOS). Incumbent will present safety-related training to maintenance personnel. The ability to effectively utilize written and oral communication skills is essential. Possession of a valid driver's license is required when operating a state owned or leased vehicle. Possession of a valid class A or B are 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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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, 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 - 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. (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 - Engagement, 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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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, 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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

**TYPICAL DUTIES:**

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

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

50%	E	The incumbent will monitor the existing safety program compliance by checking for supervisor and superintendent documentation and record keeping, including Taligate Safety Meetings, Code of Safe Operating Practices Meetings, yard Safety boards, conduct Maintenance Stations Inspections, Review proper safety charging practices in IMMS. Will perform three (3) Field Operational Reviews per week and discuss non-compliant issues with region managers, superintendents, and supervisors. Attend tailgate meetings weekly to review and discuss safety topics and/or close call incidents which have occurred in the District or other Districts. Coordinate quarterly and special safety standowns. At the request of the responsible person in charge, will assist with major incidents such as Haz-Mat incidents, natural disasters and traffic accidents by advising crews on the scene of any changes or precautions needed for traffic control or individual safety unique to the situation.
20%	E	The incumbent works with all levels of maintenance supervision, from Electricians to Managers, to improve individual safety awareness and compliance for all employees. Works as Safety Training Coordinator. Conducts investigations of personal injury/illness, and vehicle accidents. Elaborate, process and maintain records and recommend corrective action. Recommend changes in methods or procedures that would contribute to a reduction in accident and injuries. Is a Calcard holder and processes POs and CPOs to meet compliance with fire extinguishers, safety boards and signage, AED/1st Aid/CPR, etc.
20%	E	Will coordinate, provide, document, and maintain records of training to Maintenance employees on Chapter 8 of the Maintenance Manual, Workplace Violence Prevention, and other training to district personnel in conjunction with HQ and District Safety including, but not limited to fall protection, hearing protection, confined spaces, First aid/ CPR, Heat Stress, Hazardous Communication, Electrical Personal Protective Equipment/Lock-out/Tag-out. Will coordinate and help train and qualify electricians on the proper operation of equipment, including truck, trailer, personnel hoists, and cranes.
10%	M	Work with various committees, such as but not limited to, IUOE/Caltrans Safety Committee, District Accident Prevention Committee, Warehouse Advisory Committee, and Technical Advisory Groups which rely on Maintenance safety input for trying out different materials, methods, or equipment. Attend the statewide District Safety Officers Conference and other training that may be needed to maintain expertise. Act as safety representative for Maintenance in the planning phase for project development (pre-construction meetings).

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position has lead-level functions within the scope of the listed duties but has no direct supervision responsibilities.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

**KNOWLEDGE OF:** The incumbent must have knowledge of and the ability to implement the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, the Maintenance Manual and the Safety Manual. Must know a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, must have the ability to maintain a work environment that is free from discrimination and harassment and rules and regulations pertaining to highway emergency. The incumbent must have a basic knowledge of the methods, equipment and materials used in the construction, maintenance, operation, and management of equipment and materials used; and the rules, regulations and procedures pertaining to traffic signals, street lighting systems, ramp meters, pump houses, changeable message signs, closed circuit TV, and other state electrical installations. Will require written and personal contact with all levels of maintenance management. Must have an ability to coordinate activities with other functional units, Caltrans Districts, State, and Federal Agencies. Knowledge of requirements to obtain and maintain a commercial Driver's License, including air brakes.

**ABILITIES:** The incumbent must know and be able to use a personal computer and basic applications such as Word and Excel. The incumbent must possess knowledge of the Caltrans training process including mandatory and job required training for field and office staff which includes scheduling, enrolling, documenting attendances and input into the Learning Management System (LMS). Knowledge of the various databases is necessary for successful job performance. Databases include IMMS, LOS, LMS, TRAMS, etc.

**ANALYTICAL:** the incumbent must have the ability to utilize a variety of analytical techniques to respond to complex maintenance, operational, and safety issues centered in this unit. Must have the ability to make value judgments in recommending priorities and resources.

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Mismanagement or error in the described duties could result in improper work practices that may endanger the safety of both Caltrans employees and the public.

## PUBLIC AND INTERNAL CONTACTS

Incumbent will be called upon to represent the Division of Maintenance with all levels of Caltrans management in the district with regards to worker safety issues. Will represent the Division in dealing with other state agencies, i.e. CHP, Cal-OSHA, ORIM, etc.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to physically perform field reviews of maintenance operations and equipment, including, but not limited to working in adverse weather conditions, walking on slopes and unstable ground, working in close proximity to high-speed traffic and perform fine manipulation. Will travel extensively throughout the District Must be articulate and be willing and able to conduct meetings with a large group of people. Incumbent will be required to investigate serious and fatal employee accidents and must have the ability to remain composed, unemotional, and focused on the task of reviewing unpleasant accident sites and interviewing emotionally-charged witnesses. Incumbent must possess strong reasoning and investigative skills in order to lead and/or assist in said accident investigations. Public speaking skills are required. Must be comfortable speaking in front of both small and large audiences.

## WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee will be required to travel district wide, work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. May perform work requiring irregular hours, including night shifts, weekends and holidays. Is on call for and responds to incidents involving Maintenance personnel.

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

### ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.