

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Electrical Supervisor	OFFICE/BRANCH/SECTION 05- Maintenance- South Electrical	
WORKING TITLE Caltrans Electrical Supervisor	POSITION NUMBER 905-660-6925-005	REVISION DATE 05/01/2024

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 Maintenance Area Superintendent (CMAS), the Caltrans Electrical Supervisor is responsible for the supervision of the electrical crews in San Luis Obispo and Santa Barbara Counties. Directs the maintenance and repair of most complex electrical and electronic equipment and performs technical electrical or electronically controlled devices throughout Region. This includes traffic signal systems, highway lighting, maintenance stations; roadside rests, pumping stations and highway landscape electrical watering systems also TOS assets. Incumbent will schedule and assign work; train and evaluate performance; implement, maintain and enforce all Caltrans policies and procedures, health and safety rules; conduct safety inspections; develop, maintain and review appropriate reports; ensure daily time and records are kept in the Integrated Maintenance Management System (IMMS). The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Engagement)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First - Engagement, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Strengthen Stewardship and Drive Efficiency - Equity, Pride)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First - Engagement)
- **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 - Engagement)

TYPICAL DUTIES:

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

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50%	E	Direct Supervision of the Electrical South Crew – Supervise, direct, and assign work of an electrical crew engaged in the maintenance and repair of electrical and electronically controlled devices. Responsible for arranging for territory coverage during off duty hours: both in the field and the shop. Supervise the work activities to assure compliance with prescribed maintenance levels and various safety regulations (i.e., Cal OSHA, Chapter 8, Electrical Safety Orders, Codes, etc.). Assures the safety of the crew and traveling public and oversees proper operation and repair of equipment. Routinely reviews job sites, evaluates assigned areas, identifies problems and adjusts assignments appropriately. Routinely reviews his/her assigned area, identifies problems/solutions, makes work assignments accordingly and determines effectiveness of crew's efforts. Effectively provides tools, supplies, and training for crew efficiently complete work tasks. Analyzes situations accurately and adopts an effective course of action. Responds to incidents involving decisive and physical actions. Above stated activities involve essential integral physical activity as outlined in this document. Advise in the selection of electrical materials and specialized equipment; supervises the maintenance of an electrical shop and the care and maintenance of electrical and other tools and equipment. Above stated activities involve essential integral physical activity as outlined in this document.
30%	E	Daily Administrative Duties – Assemble and complete daily time sheets, material use reports, job completion reports, accident reports and other routine reports: request or order basic material items: maintenance inventory in IMMS, communicate with various policy agencies, departments, crews, and citizens on matters such as trouble reports, assists with signal and lighting coordinator issues. Maintains records required for personnel, expenditures, safety meetings and inspections, equipment, and other Caltrans policies and procedures and other daily administrative tasks. Above stated activities involve essential integral physical activity as outlined in this document.
15%	E	Planning and Preparation – Plans work in advance so most effective use of available resources can be achieved. Assures that materials and equipment are available when needed. Responsible for accurately maintaining monthly expenditures, time keeping, IMMS, personnel records, purchasing of material and supplies. Accurately reports on progress of work, labor, equipment and materials used. Procures crew supplies, and responsible for requesting material and supplies from local warehouse. Above stated activities involve essential integral physical activity as outlined in this document.
5%	M	Instruction, training, Performance Evaluation and Discipline Maintenance – Provide employees with appropriate instructions and needed training to safely and effectively do their work. Evaluates the results of the training and performance taking or recommending needed remedial actions: maintain crew adherence to policies and regulations instituting or recommending needed disciplinary actions. Ensures crew is properly trained and qualified (first aid, equipment, etc.) and maintains a workplace free of discrimination. Acts as a trainer for Region/District training needs.

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

Will be responsible for the supervision of Caltrans Highway Electricians located throughout the Region.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: The incumbent must have the knowledge of National Electric Code (NEC) Manual, Electrical Safety Orders, Code of Safe Operating Practices, and Chapter 8 of the Caltrans Maintenance Manual. Must be knowledgeable in all areas of maintenance and repairs of highway traffic signal systems, highway lighting, TOS assets, maintenance stations, roadside rests, pumping stations, and landscape electrical watering systems. The incumbent must have the knowledge of materials, methods and equipment used in the Maintenance Department; operation and care of automotive equipment including light trucks, construction equipment and power tools; provisions of the California Vehicle Code rules and regulations pertaining to operation of vehicles and highway maintenance practices. Must have knowledge of the principles of effective supervision; responsibility for promoting equal opportunity throughout the workplace; maintain a work environment free of discrimination and harassment; maintain and effective Injury and Illness Prevention Program. Must be able to direct the training and development of personnel in various types of operation; modify and change work methods to solve various problems encountered in daily operations and during emergency situations; determine equipment and personnel needed to complete a job. Must possess knowledge of basic occupation safety and health regulations in Title 8 Industrial Relations-Construction and General Safety Orders.

Ability: Able to be able to train and direct new and existing employees as needed. Must be able to operate a computer, do a variety of paper work as necessary, read plans, etc. Act as inspector at times and do other work as required for the maintenance of all electrical systems. Requires the ability to analyze and interpret blueprints, plans, and sketches, understand written and

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verbal instructions and be open to training. Possess techniques for 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.

Analytical: Analyze situations accurately and adopt an effective course of action. Analytical ability is required to plan, budget, determine equipment needs and schedule the work of others. As a job is in progress, incumbent must continually assess weather conditions, traffic, equipment breakdowns, etc. and adjust planned work accordingly; including emergencies when quick thinking is essential.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

While the incumbent is under the general direction of a Caltrans Area Superintendent; the responsibility for decisions is at this level and poor judgment could result in serious injury or death to the employee, crewmembers, other Caltrans employees, court referrals, and the traveling public. Resulting in tort liability or employee grievances for the Department. Errors in judgment could also result in civil and/or criminal liability for the supervisor. Need to exercise judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations.

PUBLIC AND INTERNAL CONTACTS

The employee will have continual contact with other crewmembers and may have contact with the Court Referrals. Considerable contact with other Caltrans employees, Courts, Volunteer Centers, the California Highway Patrol and other law enforcement personnel. Some contacts with the general public. Some contact with other governmental agencies, vendors, and others. In all contacts even temperance and effective communication must be maintained. The employee will have continual contact with other crewmembers and may have contact with the Court Referrals. Considerable contact with other Caltrans employees, Courts, Volunteer Centers, the California Highway Patrol and other law enforcement personnel. Some contacts with the general public. Some contact with other governmental agencies, vendors, and others. In all contacts even temperance and effective communication must be maintained.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to wear earplugs for loud noises, move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. Maybe required to assist in the cleanup of an accident involving drivers and or hazardous spills. May need to work in areas of height that require fall protection or fall restraint. Incumbent must be a self-starter and a team player. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, treat others with respect, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent can be expected to be outside much of the time in all kinds of weather. May be subject to sunburn, poison oak, snake and insect bites, loud noises, dust and chemicals. In addition the job is hazardous because it is performed in the roadway itself or next to it, where workers are exposed to vehicular traffic. There is also the possibility of injury by working with and around heavy equipment. May require overnight stay some of the time. May be required to work rotating or irregular shifts, including nights, and in stressful situations caused by emergencies, traffic accidents, storms or disasters. In addition the supervisor shall be available in case of emergencies to answer trouble calls on a callback basis. Overnight travel will be required as needed for meetings, training and to maintain discipline and assurance that work requirements are met. Incumbents normal work hours will be and a 5/40 shift, Monday through Friday. Incumbent may be asked to work scheduled overtime and also respond to emergencies.

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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
