

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Electrical Engineer, Supervisor	OFFICE/BRANCH/SECTION 04/Construction/Construction Services	
WORKING TITLE Electrical Construction Engineer	POSITION NUMBER 904-501-3164-XXX	REVISION DATE

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 the Supervising Transportation Engineer, Office Chief of Construction Services, the Senior Transportation Electrical Engineer is tasked to provide technical support services to major construction projects and contract administration to small electrical construction projects of the Construction Program within an area or corridor. The Branch Chief exercises supervision over electrical engineering personnel by assigning, directing and scheduling of work. Projects may vary from one million to billions of dollars.

CORE COMPETENCIES:

As a Senior Transportation Electrical Engineer, 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, 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 - Engagement)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Engagement, 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. (Lead Climate Action - Equity, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Lead Climate Action - Engagement)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence - Equity, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence, Lead Climate Action - Engagement, Equity)

TYPICAL DUTIES:

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

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35%	E	Frequently observes and monitors projects' work progress to ensure that electrical materials and completed highway electrical installations comply with plans, specifications, design concepts, and industry best construction practices. Ensures that that electrical projects are completed within scope, cost, schedule, and according to standards. Acts (if required) as the Resident Engineer on complex highway electrical projects. Ensures that all material tests and estimates are in compliance with the project plans, standard specifications, standard plans, and the construction manual. Assures uniform district construction strategies.
30%	E	Assigns construction electrical personnel and assures that they are adequately trained in highway electrical installations. Coordinates with other functional Units concerning plans, specifications, and construction methods. Coordinates the review of electrical plans, specifications, and estimates during all PS&E phases. Provides project constructibility comments and attends constructibility review meetings with the Project Development Team (PDT). Develops and implements Construction policy. Assures and/ or verifies that all electrical safety-related activities are being performed. Reviews and interprets policies, procedures, guidelines, specifications, and industry standards and applies it to the project, this includes all levels of communication to and from the contractor(s).
20%	E	Responsible for public relations to include holding public meetings to inform local residents of upcoming construction work. Assists in keeping local governments and the legislature informed of on going construction work, completion of major improvements and significant delays to construction contracts.
5%	E	Works with the Construction Division to estimate projected workload and determine staff requirements.
5%	E	Confers with electrical design engineers on special electrical design projects. Assures that the practice of electrical engineering on projects complies with the Professional Engineer's Act.
5%	M	Provides instruction in construction related subjects to new employees. Participates in hiring interviews as required. Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope of the office as required.

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

The Electrical Construction Engineer provides general supervision for several Transportation Engineers, Electrical and Transportation Engineers, Civil. The TEEs and TEs provide advice and assistance to the Resident Engineers and their staff. The Electrical Construction Engineer provides overall administrative and technical control to accomplish.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as an Electrical Engineer issued by the California State Board of Registration for Professional Engineers is required.

The Electrical Construction Engineer must have thorough knowledge of highway electrical systems requirements. The incumbent must have knowledge and experience in construction project administration and must be able to fully understand all phases of program management. The incumbent of this position must possess extensive engineering knowledge, particularly electrical engineering and management ability. Good verbal and written skills are necessary because of the many contacts with others and the review, approval, and writing of correspondence and reports. Management and technical skills are needed because of the complex issues involved. The ability to act independently in carrying out all responsibilities is also required. The incumbent must also be able to select competent personnel, appraise their performance, and develop their skills.

The incumbent of this position handles complex electrical problems. Incumbent needs well-developed analytical skills as follows:

- To evaluate temporary and permanent highway electrical systems.
- To determine capabilities of personnel and provide and/or make training available as appropriate.

Ability to: Plan and direct the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively; effectively contribute to the Department's EEO Program objectives. The Construction Engineer handles complex construction project administration problems. This requires good analytical skills to evaluate personnel and other resource needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent of this position is responsible for ensuring the compliance of completed electrical work with plans, specifications, and design concepts. Poor judgment may result in substandard work and mismanagement of public monies.

The incumbent decides on the assignment of personnel and the adequacy of their training. Poor assignment may adversely

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affect the engineering integrity of projects imperiling the quality of the projects and management of public monies.

The incumbent assure/verifies the performance of electrical safety-related activities. Poor judgment could result in non-compliance with established safety regulations and procedures.

The incumbent confers with design and traffic engineers on special highway electrical problems. Poor judgment may adversely affect the completed transportation facility and/or traffic through the construction zone.

The incumbent judges the recommendations of other functions, concerning plans, specification, and construction methods. Poor recommendations may result in poorly designed projects that would unnecessarily add to the costs of construction projects.

PUBLIC AND INTERNAL CONTACTS

External and internal contacts are an integral part of the duties. The incumbent coordinates the activities of highway electrical with other portions of the construction; participates in meetings with Federal, State, regional and local agencies, contractors, and the general public. Internally, the incumbent makes contacts with other Senior Transportation Engineers, Resident Engineers, various Construction staff, Structures Construction, Toll Bridge and other Divisions within the District and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to move large or cumbersome reports/plans from one location to another; occasional bending, stooping and kneeling; required to walk about on slopes or uneven terrain; required to move about on foot. The workload is subject to frequent, substantial, and unexpected changes within a few months. Needed are the following requirements:

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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
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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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