STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Electrician II	District 11 / Maintenance / East Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CE II	911-610-6924-047	

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of a Caltrans Electrical Supervisor, the Caltrans Electrician II (CE II) assists in the maintenance of electrical installations within an assigned area. A valid Class C Driver's License is required while performing duties associated with maintaining the State highway system; a Class A or B Driver's License is desirable. The incumbent may work individually or with others and may perform lead work over a less experienced crew member. Incumbent maybe required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. May be loaned to another crew. The position may require out-of-town travel, usually in week-long increments. This position is represented under collective bargaining.

CORE COMPETENCIES:

As a CT Electrician II, 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. (Employee Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Pride)
- **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 - Equity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, People First)
- **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, Equity - Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Employee Excellence - Equity, Innovation)
- **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. (Employee Excellence - Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Installs, repairs and maintains electrical installations, including traffic signals, flashers, ramp meters, count stations, bridge electrical, Commercial Vehicle Enforcement Facility (CVEF) facilities, tunnels, pump stations and various associated electronic devices including all portions of highway electrical facilities e.g. traffic signals-conduits, wiring, poles, heads, solid state controllers, switches; highway and tunnel lighting, pumps, ventilation equipment, illuminated signs, motors, generators, and devices associated with maintenance-related buildings (shops, roadside rests, etc.) to ensure compliance with the Department's policies and procedures. May perform minor facility maintenance if needed.

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25%	E	Performs night lighting inspections to ensure street lights are working properly. Documents outages found on the night inspections and schedules repairs. Performs traffic signal maintenance to ensure traffic signals are operating correctly, schedules needed repairs and documents noted outages and discrepancies. Reviews contractor installation work to ensure traffic signals and street lighting are installed and are operating correctly. Notifies the contractor of needed repairs and discrepancies and follows up with them to verify the repairs were completed before the job is signed off.
20%	E	Installs and repairs electrical or electronically controlled motors, pumps and other equipment for correct operation. Repairs include but are not limited to trouble-shooting the problem, making adjustments and replacing parts found to be defective. Installs new or repair existing pumps and controls to restore the pump station to normal operation.
5%	M	As requested by the Supervisor or in the Supervisor's absence for unexpected emergencies, prioritizes deadlines and proper documentation that is needed to ensure work can be tracked and charged correctly; establishes work priorities for the crew; schedules and files monthly signal checks; schedules and files requests and documents from municipalities, Construction, Signal and Ramp Meter Operations; schedules and files all Dig-alert utility mark out requests for Permits and Construction activities; assists in the training of subordinates; prepares reports of labor, materials and equipment used.
5%	M	Operates light trucks, vans and automotive vehicles to perform field work. May drive heavy trucks if properly licensed. Follows prescribed methods of equipment use as instructed by the Maintenance Equipment Training Academy (META) and the supervisor. Utilizes pre-op and post-op checklist for reporting any problems the supervisor. Services and makes minor repairs on equipment as instructed by META. May operate automatic and/or manual transmission. Other duties as required include filling in for other Electrical Supervisors or the Superintendent during absences, investigating citizen complaints, giving recommendations or feedback to design and construction personnel regarding pending or current projects, etc.

[1]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

None. In the supervisor's absence, may prioritize and act as leadworker to other crew members, note problems, and depending on the severity, bring to the attention of the Supervisor, or in his/her absence, the Caltrans Electrical Area Superintendent.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Materials, methods, and equipment applicable to the repair of highway electrical and electronic systems including but not limited to traffic signals, ramp meters, highway lighting, count stations.
- Safety practices, laws and regulations of the Division of Industrial Safety; Federal and State occupational safety and health regulations; departmental safety and health policies and procedures; and safe work practices.
- Operation and maintenance of equipment and tools used in electrical maintenance.
- Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles.
- Rules and regulations pertaining to electrical maintenance, maintenance standards, placing of detours and warning signs, inspection of encroachments or contracts.
- A lead worker’s role in training less skilled workers.

As the Electrician II often works independently, incumbent must possess sufficient knowledge and awareness of safety to protect self and public at all times.

Ability to:

- Work independently without close supervision
- Repair a wide variety of delicate traffic control devices in the field, including electrical and electronic apparatus
- Make rough sketches and diagrams
- Determine and list material needs
- Interpret detailed drawings, plans and specifications, and take effective action in the event of problems
- Communicate verbally in a clear, understandable voice for personal and public safety and security.
- Direct the work of others
- Keep accurate records including time and cost records of materials, equipment and expenses.
- Operate and care for construction and maintenance equipment
- Analyze situations accurately and take effective action
- Exercise sound public relations techniques

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can affect the safety of the crew and the public, result in equipment misuse or damage, increase tort liability exposure, or result in employee grievances. Inaccurate, delayed or incomplete estimates may result in added labor and material costs.

PUBLIC AND INTERNAL CONTACTS

The incumbent has routine contact with coworkers, supervisors, and Dispatch personnel (Caltrans, Highway Patrol or Traffic). May have contact with law enforcement or other agencies at signal malfunctions or knockdowns. May have public contact by phone or in person at a worksite. It is necessary to maintain a professional, businesslike relationship with fellow employees and the motoring public, including occasional irate citizens/drivers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and motorized equipment; incumbents hearing must be sufficient to hear car horns, warning shouts and backup signals. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings; sufficient night vision to respond to late night/after-hour call outs; sufficient color vision to successfully perform all phases of the job. Work requires prolonged standing; bending, stooping, kneeling; manual dexterity; loading/unloading materials up to 50 pounds (signal equipment, concrete pull boxes, etc.)

To successfully direct the work of others, incumbent must be able to communicate clearly in person or via electronic communications devices; develop and maintain cooperative working relationships with others; recognize and respond appropriately to emotionally-charged issues or problems; respond calmly to unusual situations, keeping in mind at all times the safety of self, fellow crew members and traveling public. Must be imperative to respond appropriately to difficult situations (irate citizens or errant drivers).

WORK ENVIRONMENT

Most work is done outdoors, where incumbent shall be exposed to blown dust, exhaust fumes, noise, uneven surfaces, extremes of heat or cold, inclement weather. Work may be performed at heights up to 250 ft., over pavement or water and in the midst of traffic. Occasional night work is required.

Personal safety requirements include but are not limited to:

- Appropriate footwear, in good and sturdy condition, must be worn; tennis or running shoes are not appropriate.
- Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear such as hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn as required by the department.

Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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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.)

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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