STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Electrician II	D2 / Maintenance & Operations / Field Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Electrician II - Susanville / Electrical Crew / Spcl Crews	902-694-6924	03/20/2025

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 in Special Crews, incumbent is responsible for operation of assigned electrical maintenance activities in the 694 cost center. While much of the work will be performed in Lassen county, the incumbent may also be required to perform work in Trinity, Siskiyou, Tehama, Modoc, Plumas, and Shasta counties. Required to work overtime, nights, and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department. Must be able to respond to emergencies after normal work hours. This position is considered full journey level. A valid California Class C driver's license is required. 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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Employee Excellence - 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, Employee Excellence - Collaboration, 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, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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. (Safety, Employee Excellence - Collaboration, Integrity, People First)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Integrity, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Employee Excellence - Equity, Integrity, People First, Stewardship)
- **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, Employee Excellence - Collaboration, Integrity, People First)
- **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, Employee Excellence - Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Employee Excellence - Innovation, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Installs and modifies the highway traffic signal systems and highway lighting systems based on reading electrical schematics, drawings and construction blueprints. This includes wiring, conduits, poles, heads, controllers, switches, vehicle detectors, and special illumination in connection with these signals. Required to work overtime, nights, and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department. Must be able to respond to emergencies after normal work hours.

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35%	E	Maintains and repairs of all portions of traffic signal systems and highway lighting systems. This includes making difficult repairs based on locating cause of system failures. Troubleshooting of systems will include estimating repair times and costs, keeping records and inputting accurate daily work details into the Integrated Maintenance Management System (IMMS) database. Attends and participates in required training and safety meetings that may require travel; may also provide training to other crew members.
10%	E	Performs District Signal and Utility Coordinator duties in a backup role. When performing as backup, has rights and capability to update electrical assets in the Integrated Maintenance Management System (IMMS), analyzes Electrical Maintenance Agreements (EMA) with cities and counties, performs audits on IMMS and on physical electrical highway inventory in the field, and works with Traffic Engineering and Construction personnel to resolve any discrepancies. May perform additional duties in backup role as needed.
10%	E	Removes graffiti from light poles, cabinets and other electrical facilities; cleans and paints electrical facilities, picks up litter, washes state-owned vehicles, and independently loads and unloads materials and equipment into state vehicles or buildings.
5%	M	Cares for equipment by performing routine inspections, services and minor repairs and adjustments; performs emergency repairs; cleans equipment; and documents all pertinent records. Keeps records and creates reports, such as daily time keeping, maintenance records, work logs, crew report forms, pre- and post-operative equipment checks, fuel purchases/usage, and material usage reports.

[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
This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Incumbent should have knowledge of safety precautions and work procedures required in the maintenance and installation and repair of highway lighting systems, pump plants and rest areas. Knowledge of the National Electric Code is essential.

Incumbent must have knowledge of the materials, methods, equipment, and tools used in highway maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; Code of Safe Practices; Caltrans Safety Manual; and rules and regulations pertaining to highway maintenance practices.

Incumbent should have the ability to make rough sketches and drawings related to electrical work; read and interpret standard plans, specifications, schematics, maintenance manuals and manufacturer requirements; estimate, order and install materials and generate written work reports. Incumbent should also have the ability to trouble shoot and repair state facilities; inspect and write detailed reports regarding electrical projects; and maintain a safe work environment. Incumbent will need to instruct unskilled and semi-skilled assistants and be able to establish effective communication and cooperation with other personnel assigned to a project.

Incumbent must be able to utilize progressive and logical trouble shooting techniques in the repair of electrical devices and understand electrical diagrams, charts, technical sheets, oral and written instructions. In addition, incumbent will interpret electrical codes as they pertain to state electrical facilities and have an effective understanding of electrical formulas and theory as they pertain to state facilities.

Incumbent must have the ability to work safely around high-density traffic; must also be able to work effectively alone or with others; and must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to state equipment and facilities.

PUBLIC AND INTERNAL CONTACTS
Required to maintain good relations with members of the public and employees from the same and other departments within

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Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the state.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Some of this position is labor intensive and the incumbent must be able to perform strenuous hand and mechanical labor. May be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent must have physical ability to react quickly to errant motorists.

Must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skills to provide an end product that is safe and usable. Must have the capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of the assigned duties. Employee must be able to follow supervisor's instructions; refrain from insubordination; get along with supervisors, peers and subordinates; avoid violent, disruptive or harassing behavior; and understand and follow Caltrans policies.

Incumbent should have visual and color acuity adequate for performing the essential functions of the job. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be at least adequate for safety when working after dark. Hearing should be adequate to hear warning devices used for worker safety, as in look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site. Corrected hearing is acceptable. Hearing protection must be worn at all times around the vactor and other loud machines and equipment. There may be hearing testing on an annual basis.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow. During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management and pursuant to operational needs. Incumbent will be required to work overtime, nights, and weekends due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State.

Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses; hearing protection devices, face shields, gloves, respirator, chaps, and/or other safety gear must be worn when required by the Department.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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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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