STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| CT Electrician II | 08-831 EAST ELECTRICAL (EFIS # 2370) | |
| WORKING TITLE | POSITION NUMBER | REVISION DATE |
| CALTRANS ELECTRICIAN II | 908-830-6924-XXX | |

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 will be responsible for the installation, maintenance, and repair of electrical and electronic devices used within the state right of way and on state facilities. The incumbent will work independently with a crew, or may be assigned to lead the work of a crew, or to oversee work performed by private contractors. The incumbent may be required to work overtime including nights, weekends and holidays, and may respond to emergency calls. May be required to work temporary and/or intermittent varied work shifts due to operational requirements. May be loaned to other cost centers. This position is represented under collective bargaining. The incumbent must possess and maintain a valid Class "C" Driver's License. The incumbent may operate a 45` personnel hoist, used to repair and maintain Caltrans electrical equipment, therefore it is desirable to possess a class "A" or "B" Commercial Driver's License with a current medical certificate. Emergency response is required outside of employee's normal work hours. Duties include, but are not limited to:

## 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

## TYPICAL DUTIES:

| Percentage Essential (E)/Marginal (M)[1] | Job Description |
|---|---|

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| 45% | E | Installs, maintains, troubleshoots and repairs electrical and electronic devices and systems associated with state facilities. These include but are not limited to: traffic signals, ramp meters, traffic information systems, traffic count stations, highway lighting, landscape electrical watering systems, pumping stations, emergency power systems, generators, transformers, battery back-up systems, and devices associated with maintenance stations, shops, and roadside rest areas. |
| 45% | E | Read and interpret electrical drawings and as built plans and to estimate repair times and costs for work to be performed. Create timekeeping reports, keep maintenance logs, complete daily vehicle pre and post operational inspection sheets and submit defect and lighting outage reports. |
| 10% | M | May make repairs by overhauling and adjusting electrical and more complex electronic equipment used on the State right of way such as weight in motion equipment and scale house facilities. May be required to perform clerical and computer tasks that include, but are not limited to: timekeeping, highway inventory, highway lighting outage reporting, working stock inventory, material ordering. The incumbent will be responsible for cleaning of devices and enclosures, removal of graffiti and painting when needed as part of good maintenance practice. The incumbent will also be required to complete janitorial tasks on assigned vehicles and equipment as well as the storage, workshop, office and yard areas at their designated work location. |

[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
May be required to lead the work of a crew, or oversee the work of private contractors.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have knowledge of the theory of electricity and electronics; basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electrical and electronic equipment as well as knowledge of safety precautions while working with and around electricity. This should include an understanding of the National Electrical Code, the Electrical Orders of the Division of Industrial Safety, and CAL/OSHA safety and health regulations. The incumbent must have skill in repairing a wide variety of electrical and electronic devices. The incumbent must be able to communicate at a level required for successful job performance; develop and maintain cooperative working relationships; and work independently without close supervision. Must be able to act as a leadworker; instruct unskilled and semiskilled assistants; establish and maintain a safe working environment; order materials and equipment, and keep records of labor, equipment and materials used. Must be able to read electrical schematic drawings and construction blueprints; make rough sketches and draw diagrams. The incumbent must be able to analyze situations accurately and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Responsibility for exercising judgment in making decisions relative to the safety of the crew and the public. Poor decisions or actions could jeopardize the safety of the employee, co-workers and the traveling public, and could damage state or private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS
Maintains frequent contact with fellow employees and may have frequent contact with the public. Contact with other District employees and representatives from other governmental agencies, including peace officers and other emergency workers or with private contractors is likely.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Required to do manual labor including moving and placing heavy objects by lifting, pulling, pushing and carrying. Other physical requirements include prolonged standing, walking, working on uneven ground, power grasping, performing fine manipulation, climbing, reaching, working overhead and at heights, squatting and twisting. Will be required to work from elevated personnel hoists, on elevated structures or from ladders. The incumbent must be able to respond to and cope with emergency situations such as those connected with traffic situations, weather conditions, including extreme heat, strong winds, rain, snow and other natural disasters. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. The incumbent must have visual and color acuity and be able to hear, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others and successfully perform the essential functions of the job.

WORK ENVIRONMENT
This position is based at a maintenance facility in a metropolitan area. Time will be spent outdoors in the field as well as indoors in a laboratory/repair room environment. The incumbent will travel extensively within the assigned area, which includes metropolitan, rural, mountain and desert areas. Weather conditions vary from a cold, wet and windy winter climate, to hot and

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mostly dry summer conditions. Temperatures range from below freezing in the winter to over 100 degrees consistently in the summer. Winter weather includes rain and heavy snow and in the summer occasionally heavy thundershowers are likely. Will be required to work outdoors at all times of the year and in extreme temperatures and inclement weather. The incumbent will be exposed to live electrical circuits as well as noise, dust and chemicals. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, gloves and safety glasses, as well as other safety devices deemed necessary. The incumbent will be required to travel and may be required to stay out of the local area overnight or for extended periods.

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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