

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION D-9 Project Development - Engineering
WORKING TITLE Transportation Engineering Technician	POSITION NUMBER 909-207-3175-911
	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 direction and supervision of a Senior Transportation Engineer, the Transportation Engineering Technician performs activities requiring basic engineering knowledge and skills for the preparation of plans, specifications, estimates, design drawings, written documents, presentations, construction inspection, materials testing, contract administration, and other related work for transportation projects.

**CORE COMPETENCIES:**

As a Transportation Engineer Tech, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Cultivate Excellence - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity)
- **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. (Cultivate Excellence - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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50%	E	Office assignments based on workload needs. Perform Computer Aided Drafting (CAD) and manual delineation on different media types for project plans, design drawings, displays, plots, and other mappings. Use current drafting guidelines and tolerances.
		OR
		Field assignments (Primarily with Construction) based on workload needs. Duties will include collecting engineering data, material testing, administration of contracts, construction inspections, documentation of work performed, plan review, cost estimates, coordination of relocation of utility facilities, and plant inspections.
		AND
20%	E	Use basic mathematical skills for calculations such as quantities, estimates, elevations, and distances. Prepare design drawings such as construction details, cross sections, and vertical profiles.
10%	E	Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings.
10%	E	Provide an accurate and timely report of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, daily reports, safety reports, and overtime logs.
10%	M	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, administration of documents, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.

<sup>1</sup>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 others. May serve as a lead for functional guidance in training and assisting less experienced technicians.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must be able to meet the following requirements:

**Knowledge of:**

- Basic terminology and concepts related to transportation engineering work.
- Department and work unit policies and procedures such as sexual harassment prevention, discrimination, ethics, workplace violence prevention, and state equipment usage
- Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work.

**Ability to:**

- Use conventional and state-of-the-art equipment and computers applicable to office and field transportation engineering work
- Perform accurate mathematical calculations
- Use CAD systems and software to prepare and revise drawings
- Effectively communicate both verbally and in writing at a level required for successful job performance
- Organize/arrange data to produce effective work products without repetitious direction
- Prepare technical reports and other project related documentation
- Evaluate work methods and traffic conditions closely, both before and during the work, to assure safety.

**Analytically to:**

- Analyze situations accurately and take effective action
- Make sound decisions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for accurate preparation of drawings, mathematical calculations, field and delineation measurements, and the documenting and filing project information. Errors may delay project delivery, require work to be redone.

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or require excessive construction contract claims.

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### PUBLIC AND INTERNAL CONTACTS

While on office assignments, the majority of the contacts are with departmental staff. While on field assignments, contacts can be expected with the general public, public agencies, contractors and their personnel, and elected officials or their staff. Incumbent must be able to communicate effectively with others including Department staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

#### Physical Requirements:

- Office assignments require ability to sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meeting locations.
- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.
- Field assignments (primarily to Construction) require the ability to work on uneven ground, climb, lift, carry, bend, squat, kneel, crouch, reach, pull, push, grasp, sit, stoop, crawl, and repetitive use of extremities. Must possess the ability to transport variety of objects that are less or equal to 40 pounds. These assignments can be anywhere in District 9 (Inyo, Mono and eastern Kern counties).

#### Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration.

#### Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
  - Resolve emotionally charged issues reasonably and diplomatically.
  - Develop and maintain cooperative working relationships with all contacts.
  - Receptive to change, new information, and new situations.
  - Overtime may be required and vacation restricted during peak times and fiscal year-end closing.
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### WORK ENVIRONMENT

The majority of the work performed while in office assignments will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Field assignments may have exposure to lab work, night work, fog, field work, earthwork, paving operations, weather conditions, equipment, machinery, lab conditions, heat, cold, dust, gas, fumes, outdoor conditions, humidity and high decibels of noise. Workload may subject employee to frequent night work, changes of shift, frequent changes of work hours and work days, and geographic transfer.

**TELEWORK** - This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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.)

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION D9 - Engineering	
WORKING TITLE Junior Engineering Technician	POSITION NUMBER 909-207-3008-911	REVISION DATE 09/18/2024

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 close supervision of a Senior Transportation Engineer, learn and perform a variety of nonprofessional tasks associated with the construction engineering discipline. The incumbent will assist with construction field inspection, material testing, and contract administration, and perform related work. Travel to project sites is required. Possession of a valid California Driver's License is required when operating a state owned or leased vehicle.

**CORE COMPETENCIES:**

As a Junior Engineering Technician, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Innovation)
- **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. ( Advance Equity and Livability in all Communities - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. ( Advance Equity and Livability in all Communities - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

**POSITION DUTY STATEMENT**

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50%	E	Office assignments based on workload needs. Perform Computer Aided Drafting (CAD) and manual delineation on different media types for project plans, design drawings, displays, plots, and other mappings. Use current drafting guidelines and tolerances. At the direction of a Project Engineer (PE), may assist with collecting data, performing basic calculations, assist in preparing project plans, as-builts, specifications, estimates, and related documents.
		OR
		Construction field assignments based on workload needs that support contract administration, construction inspection and documentation. At the direction of a construction Resident Engineer (RE), performs simple inspections, routine field investigations, and prepare field samples for material testing of construction projects. Collects engineering data to assist in assuring contractor's compliance with contract documents. Duties will also include plan review, cost estimates, coordination of relocation of utility facilities, plant inspections, water sampling, and preparation of contract estimates and other documents and reports. At the direction of a Project Engineer (PE) or RE, may assist with collecting data, performing basic calculations, assist in preparing project plans, as-builts, specifications, estimates, and related document
20%	E	Use basic mathematical skills for calculations such as quantities, estimates, elevations, and distances. Assist in the preparation of design drawings such as construction details, cross sections, and vertical profiles.
10%	E	Collect and record project field data such as elevations and distances by using various survey instruments and other equipment. Research information relating to the project assignment through various records such as appraisal maps, as-built drawings, photo log and various reports.
10%	E	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, administration of documents, scheduling meetings, making copies, and maintaining the office and field equipment.
5%	E	Provide an accurate and timely report of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, daily reports, safety reports, and overtime logs.
5%	M	Attend training courses (CADD, Work, Excel, etc.), participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings.

<sup>1</sup>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**

The Junior Engineering Technician does not supervise.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of standard driving rules and principles of road safety. Standard measurements of length, area, volume, density, and mass. Proper English spelling, grammar, and punctuation. Simple mathematical concepts and principles. Basic safety issues and considerations related to working in and around vehicular traffic and moving vehicles. Methods and procedures for performing a variety of manual labor activities in a safe manner. Basic safe work practices to protect their own safety and health and that of others. Communicate effectively at a level required for successful job performance; do computing and reporting neatly and accurately; follow directions.

Ability to: understand and follow verbal and written instructions and work as a member of the team to meet the goals of the project in a safe and efficient manner, learn to perform pre-operation inspections of vehicles prior to operation to ensure appropriate working condition, work outdoors with long hours and sometimes difficult physical demands, read and comprehend simple measurements, understand and demonstrate safe working/operating methods of assigned tools and equipment.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

A Junior Engineering Technician must be responsible for the accuracy and completeness of the work that was subject to his/her decisions. Failure to diligently perform the above tasks may delay projects, increase cost, and result in a less than satisfactory product.

**PUBLIC AND INTERNAL CONTACTS**

At all times this assignment requires working effectively with other people. This includes personnel at levels within the District, other Districts, Headquarters, local and regulatory agencies, FHWA, private industry, and the general public. May deal with the

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traveling public during signing and traffic control operations on the highway.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees will be required to sit for long periods of time using a keyboard and video display terminal. Employee must be congenial and tactful when dealing with others while effectively and cooperatively accomplishing tasks. Frequent telephone interaction is common and necessary. Employees will also work under field conditions which will entail walking on uneven terrain under variable weather conditions.

The incumbent may have to stand for long periods of time, walk on slopes or uneven terrain, move and transport bags of material samples (weighing up to 50 pounds). The incumbent can expect to work under very noisy conditions and is required to be tolerant of working within very close range of highway traffic and heavy equipment.

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### WORK ENVIRONMENT

Typical work environment is field assignment at project locations. Incumbent must be able to travel to and stay overnight at or near project locations away from their home, must be able to work overtime when needed, must be able to work on foot near heavy traffic, must be able to work in extreme weather conditions including wet, dusty and dirty, hot and cold environments, and must be able to drive any type of vehicle requiring a Class "C" license in traffic. When working in the office, the incumbent will work in a climate-controlled office under artificial lighting. Travel to meet with stakeholders and for training may be required.

**TELEWORK** - This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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