

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Structural Design Technician II	OFFICE/BRANCH/SECTION 53/Design-OCCS	
WORKING TITLE Statewide Project Plans Delineator	POSITION NUMBER 913-200-3037-XXX	REVISION DATE 10/10/2024

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 the direction of a Senior Transportation Engineer (Supervisory) and/or lead person, the Structural Design Technician II prepares difficult and/or assists in the preparation of complex design, construction, and as-built drawings for a variety of roadway or structures plans. The SDT II may act as a lead person on less difficult projects in the preparation of standard plans.

CORE COMPETENCIES:

As a Structural Design Technician 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)

TYPICAL DUTIES:

Percentage	Job Description
45% E	Assist engineers in preparation of highway construction project plans for variety of structural and roadway designs using CADD and other related software. Responsibilities include the processing of Print Document Format (PDF) files submitted from all 12 districts for the purpose of the preparation of the Authority to Advertise District Delegation (AADD) projects for contract bid and award (roadway and structure plans).

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45%	E	Performs drafting work on Standard Plans from HQ Divisions and related drawings from the districts. Those drawings include As-Built plans, Contract Change Orders and construction details on a variety of Structures or Roadway projects. Additional responsibilities include incorporating updated Standard Plans on the internet site for district to access a variety of techniques and methods. Assists the Division of Design with periodic updates for the Plans Preparation Manual.
10%	M	Performs in a lead person capacity to work closely with the District design and delineation staff to ensure a smooth and orderly flow of all facets of project delivery work to be processed. Coordinates with other units and divisions within the Division of Engineering Services (DES) to work on complex delineation projects and to assign crew members moderate or simple delineation work.

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

This position does not supervise other employees but may act as lead person to drafting personnel on less difficult projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent is required to have a working knowledge of the operation of CADD computer system that will optimize project plans editing, general knowledge of drafting materials, department manuals and equipment, reprographics methods and other appropriate techniques and methods used in the preparation of project plans; use of CADD and other complex computer programs to determine layout, details and geometric design of various types of structure and related roadways; ability to direct the work of others, to communicate effectively orally and in writing, to follow written and oral directions. Add working knowledge MicroStation software. Also add most of the abilities listed in Hani's DS, including communications, geometric design etc.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises judgment in the preparation and revision of project plans for structures and related roadway designs and is responsible and may be held accountable for his/her actions in the course of performing the delegated duties. Consequences could be delays in advertising and awarding the contract, incomplete information to the contractor, increased time and cost associated with producing corrected plan sheets and a possible delay in the completion of a project.

PUBLIC AND INTERNAL CONTACTS

Communication with staff at all levels in Headquarters and the Districts on a daily basis.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to work well under pressure and be able to complete work within the weekly schedule deadline.

WORK ENVIRONMENT

The incumbent performs assigned task in a work environment having sufficient light, reasonable noise levels, climate-controlled environment.

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.

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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