

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Foundation Driller Leadworker	OFFICE/BRANCH/SECTION GS/OGS/Drilling Services	
WORKING TITLE Foundation Driller Leadworker	POSITION NUMBER 559-322-6355-xxx	REVISION DATE 09/25/2024

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 Branch Chief of Drilling Services (Senior Transportation Engineer or Senior Engineering Geologist), the Foundation Driller Leadworker performs and directs geotechnical drilling operations for highway projects for the Office of Geotechnical Design throughout the state. The Foundation Driller Leadworker manages a drill crew consisting of Foundation Drillers. This position will require frequent statewide travel. Possession of a valid California Class A commercial driver's license is required.

CORE COMPETENCIES:

As a Foundation Driller Leadworker, 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First - Engagement, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - 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 First - Engagement, Integrity)
- **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 First - Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety First - Engagement, Equity)
- **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 First - Equity, 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. (Safety First - Innovation)
- **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 First - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First - Innovation, Integrity)

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Performs and directs geotechnical drilling operations. Operates rotary drilling, sampling, testing, and diamond drilling equipment. Coordinates drilling with an engineer and/or geologist from the Office of Geotechnical Design. Ensures quality of subsurface samples and data.
25%	E	Maintains and repairs drilling equipment and special foundation exploration and testing tools. Drives trucks containing drilling equipment; sets up and operates drilling equipment; directs the work of drill crew consisting of Foundation Drillers.

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20%	E	Trains employees in drilling and testing operations; conducts safety meetings in the office and field; makes oral and written reports; keeps drilling and maintenance records. Previews future job sites with geologist and/or engineers.
5%	M	Occasionally perform duties of Senior Foundation Driller in his/her absence. This may include purchasing, coordination of mud drum disposal, coordination of equipment, drilling warehouse management, and crew scheduling; this may be in the field or office.

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

Directs and reviews the work of Foundation Drillers, assists with job assignments, and provides instruction as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of complex vertical exploratory, horizontal drilling, and testing equipment.

- Ability to operate and maintain sampling equipment, take undisturbed soil samples utilizing 2 and 3 inch diameter samplers, use of Shelby tubes and Pitcher barrels, and perform diamond coring.
 - Knowledge of Cal/OSHA safety regulations and practices pertaining to the operation of drilling equipment.
 - Ability to drive large trucks (must have a valid California Class A driver's license), operate drilling equipment in difficult locations, climb steep slopes and work on difficult terrain.
 - Ability to organize, direct, and execute complicated drilling operations.
 - Ability to revise or modify drilling operations in the field according to subsurface conditions encountered and direct emergency repair of equipment.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will apply independent judgment commensurate with the scope of the assignment and seek direction as required. The incumbent is expected to exercise good judgment in performing tests and caring for tools and equipment. Failure to adhere to safe drilling and driving practices could result in injury or damage to equipment.

PUBLIC AND INTERNAL CONTACTS

The position requires frequent and regular contact with ODS, Geotechnical Services, District, Maintenance, Traffic Operations, the California Highway Patrol, and other functional area personnel concerning lane, ramp, and shoulder closure matters. The incumbent will also be in contact with private contractors. The Foundation Driller Leadworker will make both written and verbal contacts as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to travel frequently throughout the state. Mental requirements include sustained mental activity needed for problem solving and reasoning. Must be able to develop and maintain cooperative working relationships. Incumbent must respond appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

The incumbent will be required to work during day and night time, lane, ramp, and shoulder closures on, or adjacent to, multi-lane highways and bridge structures actively in use by the traveling public. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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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