

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION Engineering/District Materials Engineering	
WORKING TITLE Field Tester	POSITION NUMBER 911-320-3175-XXX	REVISION DATE 10/08/2024

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 general direction of the District Materials Engineer, a Senior Transportation Engineer, the Transportation Engineer Technician (TET) serves as a District 11 Field Tester. Performs Hot Mix Asphalt (HMA) and Portland Cement Concrete (PCC) plant inspections, and performs general laboratory testing to ensure compliance with the contract plans and specifications. Obtains and maintains certifications from California Test Methods (CTM), the American Association of State Highway Officials (AASHTO), the American Society of Testing and Materials (ASTM), and the American Concrete Institute (ACI) for various test procedures mandated by the standard specifications and contract special provisions.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, 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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, 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, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)

**ADA Notice**

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Performs field and laboratory physical tests of highway construction materials in accordance with California Test Methods (CTM), the American Association of State Highway Officials (AASHTO), the American Society of Testing and Materials (ASTM), and the American Concrete Institute (ACI) test procedures, as required by the standard specifications and contract special provisions.
20%	E	Performs Hot Mix Asphalt (HMA) and Portland Cement Concrete (PCC) plant inspections to ensure compliance with contract plans and specifications. Witnesses, samples, takes possession, and delivers Quality Assurance materials to the appropriate entity (Kearny Mesa Lab, Construction Field Office, or other Labs as required).
20%	E	Reviews contract plans, contract special provisions, standard specifications, manuals, and mix designs to ensure contract compliance.
10%	E	Prepares accurate and timely inspection reports and fills out forms relating to sampling, testing, and shipping of materials using computer programs.
10%	E	Maintains and expands testing abilities, knowledge, and certifications through continuous monitoring of changing test methods and attending required trainings. Follows written instructions to calibrate, maintain, and perform minor repairs on laboratory 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.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS****KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge and ability to follow, interpret, understand, perform, and analyze CTM, AASHTO, ASTM, and ACI test methods required. Must be able to acquire and maintain related certifications at all times.

Knowledge of methods, materials, tools, and equipment used in the control of materials for highway construction projects; methods of proportioning and handling aggregates, bituminous surfacing, asphaltic oils and emulsions, and Portland cement concrete materials; physical characteristics and properties of construction materials; approved methods and equipment used in making physical tests of construction materials.

The mechanical aptitude is required to maintain, calibrate, and operate laboratory testing equipment such as weighing scales, sieve shakers, hot asphalt extractors, asphalt ignition ovens, sand equivalent shakers, compression machines, and various other testing equipment.

Ability to write, read, review, and accurately interpret and understand testing procedures, manuals, project plans, and specifications; ability to work with computers using applications such as Word, Excel, and Adobe Acrobat; ability to perform mathematical calculations at a level required for successful job performance; ability to communicate effectively both orally and in writing to prepare clear, accurate, and timely reports.

Ability to multitask, in an organized manner, in order to perform various tests for various construction projects while maintaining the integrity and accuracy of the testing and reported results is essential.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for the technical control, decisions made, actions taken, and the consequences inherently associated with the assigned tasks. Erroneous passing of test results may allow non-compliant materials and substandard work to remain in place, which could lead to poor project performance and/or premature failure. Erroneous failing of test results may lead to delays in construction, with the possibility of costly disputes with contractors and material suppliers.

**PUBLIC AND INTERNAL CONTACTS**

Required to develop and maintain professional, working relationships with coworkers, functional groups within the District, and Headquarters personnel to facilitate task-related coordination. The incumbent will have to coordinate with external partners such as contractors, material suppliers, and private material laboratories and testers. The incumbent may have to coordinate with other

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government agencies and the public.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires the ability to perform on-site testing and inspections near traffic on and off the travel way. This position requires the ability to sit, stand, walk, kneel, bend, stoop, climb, and occasionally lift 50-plus pounds. May be required to sit for long periods using a personal computer. Must be able to deal with difficult situations and adjust to frequent time-sensitive deadlines. Must be able to work efficiently and effectively while facing impending deadlines and unforeseen obstacles. Must be able to recognize emotionally charged issues, problems, or difficult situations and act professionally at all times, manage conflict, and successfully carry out the assigned tasks in a timely manner. Must understand the importance of providing excellent customer service at all times and must develop and maintain excellent working partnerships.

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### WORK ENVIRONMENT

Work is accomplished in a variety of settings. While in an office setting, works in a climate-controlled environment with natural and artificial lighting. The majority of duties will take place in the field, in or around construction sites, or at commercial material/aggregate sources. Required to work with and around materials above 300 degrees Fahrenheit and around various odors of asphalt, aggregates, concrete, and associated compounds and byproducts including but not limited to dust, noise, and petroleum fumes. The incumbent must wear appropriate Personal Protective Equipment (PPE) in accordance with the Department Safety Manual, Laboratory Safety Manual, and CAL/ OSHA requirements. PPE includes, but is not limited to: a hard hat, safety vest, respiratory, safety glasses, ear protection, gloves, and proper footwear. Travel, night shift, and overtime may be required. This position is subject to occasional non-standard shifts, usually without prior notice.

Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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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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