

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION D06/Traffic Ops Encroachment Permits	
WORKING TITLE District Permit Inspector	POSITION NUMBER 906-397-3175-	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 supervision of the Chief of Encroachment Permits Branch, incumbent performs various technical field and office tasks of average difficulty relating to Permit construction. On occasion, approves Plans, Specifications and Estimates (PS&E), and acts as a Permit writer.

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, Advance Equity and Livability in all Communities - Engagement)
- **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, Advance Equity and Livability in all Communities - 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **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. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **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, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Makes inspections for enforcing compliance with permitted plans and specifications. Inspects work as to the quantity, quality and methodology. Prepares documentation of the work performed. Prepares daily reports. Performs inspection of finished products and monitors Contractor's operations to ensure compliance with safety orders. Performs general construction duties relating to inspections and administration of Permit contracts such as quantity calculations, preparing estimates for progress billings, etc. Use Lean Six Sigma standard operating procedure for processing encroachment permits.

ADA Notice

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40%	E	Process Progress Billings in a timely manner to meet cost recovery objectives. Meet and confer with Permittee's engineer in field relative to proposals, particularly where individual interest(s) conflict with State and Department policies, to determine locations and design of facilities that will meet the Department's criteria and provide reasonable construction costs to Permittee.
10%	M	During the construction phase of permit, coordinate and/or conduct pre-job conferences as necessary. Ensure and coordinate materials testing as required. Coordinate resolution of construction activities comply with established Storm Water policies. Provide guidance and direction necessary to develop strategies for addressing regulations and mandates on Storm Water (SW) and Waste Discharges set forth by federal, state and local regulatory agencies.

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. The incumbent is expected to operate with a degree of independence, yet expect to seek guidance and directions if required, you may be asked to work as a lead person.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of transportation engineering and construction principles and procedures and the ability to collect and analyze data accurately. The ability to apply knowledge to determine an effective course of action based on known engineering standards, principles and practices to evaluate effectiveness and potential negative impact of third-party projects in State Right-of-Way. The ability to communicate effectively, both verbally and in writing, and proficiently use MS Word, Access database, Excel and Computer Aided Drafting (CAD) programs.

The ability to maintain cooperative working relationships and rely on a multi-disciplined approach to problem-solving and product delivery. The ability to prepare accurate and timely reports. The ability to effectively and efficiently interpret drawings, plans and specifications. The ability to evaluate, prioritize and schedule workload to ensure timely completion and quality Customer Service. Knowledge of Tort Liability concerns and issues as they relate to documentation for approving third-party work in the State Right-of-Way. Knowledge of quality management principles as they relate to internal and external Customer Service issues. Knowledge of State's Storm Water Quality requirements.

Knowledge of State's American's With Disabilities Act (ADA) requirements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in analysis and subsequent recommendations will result in loss of substantial time and funds, ineffective usage of tax dollars, significant impact to Customer Service and potential loss of credibility of the Department. All computer users have a responsibility to use Caltrans computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible termination and civil and/or criminal liability.

PUBLIC AND INTERNAL CONTACTS

Incumbent maintains contact in person, by telephone, memo, email, or by letter with the following: other Caltrans personnel, District 06 Departments, other Districts, Headquarters, Developers, Professional Engineers and Architects, utility companies, local agencies, political interests, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent must be able to evaluate and decipher critical calculations, data and other materials that will require long periods of concentration and mental focus. Must be able to manage large numbers of projects while under stress that may have short approval time frames. Must possess the ability to relate technical processes and procedures to non-technically oriented staff and customers, and be able to exercise diplomacy relating to customer concerns or complaints.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors while conducting field reviews. There may be exposure to dirt, noise, uneven surfaces and/or extreme heat and/or cold. 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.

Reviewed and Approved for advertising:

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SUPERVISOR (signature)

(print)

DATE

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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