

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION District 8 Design	
WORKING TITLE Transportation Engineering Technician (TET)	POSITION NUMBER 908-201-3175-xxx	REVISION DATE 01/19/2024

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 supervision of the Design Office Chief, a Senior Transportation Engineer and/or Senior Landscape Architect, and lead direction of the Project Engineer, a Transportation Engineer Technician performs non-professional engineering work of varying complexity.

This includes using non-professional engineering and computer-oriented processes to compile data for design of transportation projects. May assist in the preparation of designs, plans, estimates, reports and specifications for highway projects, working plans and detailed drawings.

**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. (Cultivate Excellence - Pride)
- **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 - Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - 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, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Equity, 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. (Safety First - 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 - Engagement, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Integrity)

**TYPICAL DUTIES:**

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

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35%	E	Receives engineering direction to prepare contract plans, profiles, cross sections, As-Builts and other details. Assists in preparation of roadway alignments, profile grades, drainage facilities, including preparation of mathematical calculations and drafting of plans for transportation projects. Uses Computer Aided Drafting Design (CADD) and other computer-oriented software and hardware to prepare contract plans, and engineering documents. Assists / reviews the preparation of contract plans, profiles, cross sections and other details, including making fundamental mathematical calculations. Updates and maintains project files.
35%	E	Provides assistance to Task Manager in developing project work plan, schedules, and phase 1 & 3 concurrences. Identifies schedule and resources issues by maintaining accurate PRSM data and track project delivery milestones, coordinates the changes needed in PRSM with Program/Project Management and the Project Management Support Unit (PMSU). Generates Estimate to Complete (ETC) reports to assist Design Seniors, and Design Managers. Produces project expenditure reports using tools such as PRSM (Project Resource and Schedule Management), WPS (Work plan Status), QMRS (an on-line report system for PRSM), MS Access, and MS Excel.
15%	E	Calculates quantities for estimates and assists in the preparation of contract plans. Performs elementary field data collection including researching and retrieving project background data under the direction of the engineer.
10%	E	Makes arrangements for reproduction and distribution of memos, plans, and reports. Assists in the preparation of exhibits and charts for public meetings, environmental reports, and various items for presentation under the direction of the engineer.
5%	M	Responsible for assisting in the administration of Caltrans's guidelines and procedures regarding the California Public Records Act (CPRA); Analyze and process CPRA requests and apply related information to determine which records comply with requests.

<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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must possess a basic knowledge of software, methods, and layouts used in the preparation of contract plans and construction drawings, mathematics, highway design practices, conventional and state-of-the-art computer applications to transportation engineering work, and technical level civil engineering skills in order to understand and apply Caltrans manuals and standards.

Must have the ability to make accurate mathematical calculations, demonstrate the potential to assume progressive technician level responsibility, and organize/arrange data to produce effective work products without repetitious direction.

Establish and maintain friendly and cooperative relations with those contacted in the course of work. Must be able to communicate effectively and present thoughts and ideas clearly. Must be able to take direction and work with others within a team environment.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for making accurate mathematical calculations and preparation of plans. Errors in preparation could result in liability to the State, increased project cost, and/or delay of project delivery.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent will be required to work with others within the Division and coordinate with other Divisions within the District.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

**Physical:** Physical activities vary and any singular physical requirement may be for lengthy periods of time. May be required to sit and/or stand for long periods of time. Requires manual dexterity to operate computer (keyboard and video display terminal). May be required to move plans that are bulky and heavy. When conducting field reviews, may be subjected to loud noises such as heavy traffic. Field activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces that are near freeways, highways, roads and construction sites. Physical activities require the ability to walk, stand, stoop, bend, kneel, and move equipment/items weighing 35 pounds or more. Hearing and sight are both essential to job performance because the incumbent must be able to hear directions, traffic and equipment, and must see to perform his/her duties safely. Must be able to travel to field offices, field meeting locations, and construction sites, may also travel to other District Offices and Headquarters; therefore, incumbent must be able to travel by car or commercial transportation.

**Mental:** Requires sustained mental activity needed for report writing, problem solving, analysis, and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to organize, track and prioritize large volumes of varied documents, and the ability to concentrate in order to review documents and meet deadlines.

**Emotional:** Requires the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; must be tactful and treat others with respect.

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### WORK ENVIRONMENT

While at the base of operation, will work in a climate-controlled office under artificial lighting. May also be required to occasionally travel and perform field investigations and may be exposed to moving traffic. May be exposed to dust, dirt, noise, uneven surfaces, and/or extreme heat or cold.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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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**ADA Notice**

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