

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION District 6 Construction 501, District 906	
WORKING TITLE Assistant Engineering Technician	POSITION NUMBER 906-501-3175-XXX	REVISION DATE 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 supervision of the Area Construction Senior Transportation Engineer and with direction from the lead Resident Engineer, incumbent performs various technical field and office tasks of average difficulty relating to transportation construction.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement, Innovation)
- **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 - 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence - Engagement, Integrity)
- **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)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Collects engineering data, samples construction materials and performs materials testing per standard procedures and coordinates with contractor's personnel on various construction projects.
30%	E	Performs general construction office duties relating to administration of construction contracts including quantity calculations, processing contract change orders, preparing estimates for monthly progress payments, etc. Assists the Resident Engineer in drafting change orders, contract estimates, and other documents and reports involved in construction projects.

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30%	E	Makes construction projects inspections to ensure compliance with plans and specifications. Inspects construction related work as to the quantity, quality, and methodology. Advises Resident Engineer of problems or situations on project sites. Records Manpower and equipment usage along with pertinent details. Prepares documentation of the work performed. Prepares daily reports. Performs inspection of finished products and calculation of units completed for payment and monitors Contractor's operations to ensure compliance with safety orders.
10%	M	Performs asphalt concrete and portland cement concrete plant inspections.

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

None. May serve as a lead for functional guidance in training and assisting less experienced employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of methods, materials, tools, manuals, and equipment used in highway and bridge construction and maintenance work; methods of proportioning and handling portland cement concrete and bituminous surfacing materials and the handling of asphaltic oils and emulsions; highway grading, construction and maintenance; conventional state-of-the-art computer applications to transportation engineering work.

Must have the ability to make accurate mathematical calculations; make sound decisions in the implementation of contract plans, specifications and various engineering activities; evaluate work methods and traffic conditions closely, both before and during the work, to assure safety; analyze situations regarding operational features and design concepts; demonstrate the potential to assume progressive technician journey level responsibility; organize/arrange data to produce effective work products without repetitious direction; and possess interpersonal skills necessary to be an effective team member.

Ability to: Inspect construction work and enforce compliance with plans and specifications; analyze situations accurately and take effective action; prepare reports.

Computer experience preferred.

Must have the ability to evaluate work methods and traffic conditions closely, both before and during the work, to assure safety.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and failure to incorporate appropriate standards, requirements and policies into work product may result in expensive waste of time and materials, cause additional work and project delays, and could result in excessive construction contract claims.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to communicate effectively with others including Department staff, technical/professional level staff of outside agencies, contractor's personnel and members of the public regarding construction projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work outdoors in cold and hot weather. Must possess the ability to work on uneven ground, climb, lift, carry, bend, squat, kneel, crouch, reach, pull, push, grasp, sit, stoop, crawl, and repetitive use of extremities. Must possess the ability to transport variety of objects that are less or equal to 40 pounds. Ability to work indoors under artificial light.

The workload is subject to frequent, substantial, and unexpected changes. Ability to travel. Overtime and/or flexible hours may be required. Must be able to organize and prioritize. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete task or projects with short notice. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Positive attitude is important.

WORK ENVIRONMENT

Job will have exposure to lab work, night work, fog, field work, earthwork, paving operations, weather conditions, equipment, machinery, lab conditions, heat, cold, dust, gas, fumes, outdoor conditions, indoor conditions, humidity, and high decibels of noise. Hard hat and safety vest or approved safety shirt must be worn at all times in the field, no exceptions. While at the

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Construction office employees will normally work in a climate-controlled office under artificial light. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to participate in the rotation program. Workload may subject employee to frequent night work, changes of shift, frequent changes of work hours and workdays, and geographic transfer. Travel is required. A valid California driver's license is desired. Vacations may be restricted during peak times. Overtime may be required.

It is highly likely, that incumbent, will go on loan to another functional unit during the winter months or when workload needs are below staffing level. The loan assignments are normally somewhere in Central Region (District 5,6,9,10) but there may be assignments outside of the Central Region to meet workload needs.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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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POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION D6 Construction	
WORKING TITLE Junior Engineering Technician	POSITION NUMBER 906-501-3008-XXX	REVISION DATE 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 close supervision of the Area Construction Engineer, a Senior Transportation Engineer, to learn and perform a variety of nonprofessional tasks associated with the construction engineering discipline. The incumbent will assist with material testing, construction field inspection, contract administration, and perform related work, with all work being reviewed by an assigned lead. Travel to project sites is required.

CORE COMPETENCIES:

As a Junior Engineering Technician, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity, 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 - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
40% E	Under the supervision of a construction Resident Engineer (RE), assists field staff in simple field inspections, field investigations, and material testing of construction projects. Material testing duties includes prepares field samples of construction materials for testing, performs simple aggregate tests, and transporting field samples. Inspection duties includes collecting engineering data to assist in assuring contractor's compliance with contract documents, including plan review, cost estimates, coordination of relocation of utility facilities, plant inspections, water sampling, and preparation of contract estimates and other documents and reports.

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30%	E	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and printed project files, administration of documents, scheduling meetings, making copies, archiving, and maintaining the office and field equipment.
15%	E	Use basic mathematical skills for basic engineering computations, make and check routine quantity calculations. Check survey and construction field notes.
10%	E	Provide an accurate and timely report of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, daily reports, safety reports, and overtime logs. Perform pre-operation inspection of assigned vehicle. Assists in maintaining equipment, material inventory, and performs other construction office related functions as required.
5%	M	Attend training courses and meetings, such as, Safety, Staff, project, and public meetings. Reads and comprehends a variety of technical materials such as Construction Manual, and the Caltrans Safety Manual

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

Does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of standard driving rules and principles of road safety. Standard measurements of length, area, volume, density, and mass. Proper English spelling, grammar, and punctuation. Simple mathematical concepts and principles, basic use of a calculator. Basic safety issues and considerations related to working in and around vehicular traffic and moving vehicles. Methods and procedures for performing a variety of manual labor activities in a safe manner. Basic safe work practices to protect their own safety and health and that of others. Communicate effectively at a level required for successful job performance; do computing and reporting neatly and accurately; follow directions. All work will be reviewed by a lead worker or the Area Construction Engineer.

Ability to: understand and follow verbal and written instructions and work as a member of the team to meet the goals of the project in a safe and efficient manner, learn to perform pre-operation inspections of vehicles prior to operation to ensure appropriate working condition, work outdoors with long hours and sometimes difficult physical demands, read and comprehend simple measurements, understand and demonstrate safe working/operating methods of assigned tools and equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

A Junior Engineering Technician must be responsible for the accuracy and completeness of the work that was subject to his/her decisions. Failure to diligently perform the above tasks may delay projects, increase cost, and result in a less than satisfactory product.

PUBLIC AND INTERNAL CONTACTS

At all times this assignment requires working effectively with other people. This includes personnel at levels within the District, other Districts, Headquarters, local and regulatory agencies, FHWA, private industry, and the general public. May deal with the traveling public during signing and traffic control operations on the highway.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees will be required to sit for long periods of time using a keyboard and video display terminal. Employee must be congenial and tactful when dealing with others while effectively and cooperatively accomplishing tasks. Frequent telephone interaction is common and necessary. Employees will also work under field conditions which will entail walking on uneven terrain under variable weather conditions.

The incumbent may have to stand for long periods of time, walk on slopes or uneven terrain, move and transport bags of material samples (weighing up to 50 pounds). The incumbent can expect to work under very noisy conditions and is required to be tolerant of working within very close range of highway traffic and heavy equipment.

WORK ENVIRONMENT

Typical work environment is field assignment at project locations. Incumbent must be able to travel to and stay overnight at or near project locations away from their home, must be able to work overtime when needed, must be able to work on foot near heavy traffic, must be able to work in extreme weather conditions including wet, dusty and dirty, hot and cold environments. When working in the office, the incumbent will work in a climate-controlled office under artificial lighting. Travel to meet with stakeholders and for training may be required. A valid drivers license is required when operating 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.

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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