

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION 08/Construction	
WORKING TITLE Construction Office Engineer Technician	POSITION NUMBER 908-500-3175-072	REVISION DATE 12/18/2024

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 the Senior Transportation Engineer, the incumbent performs various non-professional engineering tasks related to transportation field office work. Incumbent must possess and maintain a valid driver's license when operating State vehicles. The incumbent will be assigned work based on Divisional and /or Departmental needs and could be assigned to any office within District 8 which includes San Bernardino and Riverside Counties.

**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 - Innovation, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Integrity)
- **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. (Safety First, Cultivate Excellence, 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, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - 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. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Innovation, 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. (Safety First, Advance Equity and Livability in all Communities - Equity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation)

**TYPICAL DUTIES:**

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

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

50%	E	Performs general construction office duties relating to administration of construction contracts; checking engineering calculations for accuracy; ensuring compliance with plans and specifications; collecting engineering data; maintaining office records for construction projects; preparing progress estimates; and performing other field office duties. Assists in the preparation of and processing of Extra Work Bills, checking against the Resident Engineers (RE) and Assistant Engineers' diaries, verifying hours and dollar amounts against diaries and reporting discrepancies.
25%	E	Confers with field staff regarding compliance with plans and quality of work and construction activity; selects and/or uses computer-based processes to compile engineering data and prepares quantity calculations and quantity sheets for payment purposes.
10%	E	Assists in the analysis of Critical Path Method (CPM) schedules of construction projects. Prepares the Weekly Statement of Working Days and forwards to contractors for verification. Assists in the preparation of electronic as-built plans for submission to project development.
10%	E	Prepares or assists in the preparation of contract change orders (CCO) for the purpose of making alterations, deviations, additions to or deletions from plans and specifications to ensure proper completion or construction of the contract by gathering critical information necessary and interpreting technical reports and data to determine a feasible solution.
5%	M	Attend training, special reviews, public workshops and staff meetings. Assist with inventory monitoring of materials and supplies. Notify supervisors of low inventory and assist with procurement of supplies.

<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**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of basic engineering principals.

Ability to make neat and accurate engineering computations and notes and to prepare reports.

Ability to establish and maintain professional and cooperative relations with those contacted in the course of work and to communicate effectively.

Ability to apply sound judgment, analyze situations accurately and take effective action.

Ability to make decisions in the absence of higher-ranking personnel to ensure project flow and appropriately elevate issues.

Ability to operate office equipment ( i.e. computers, telephone, fax copier machines).

Ability to comprehend and analyze specification requirements and test methods as they relate to the Contract Specifications.

Ability to recognize deficiencies as they arise and develop workable, effective solutions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for accuracy of responses and information given to Contractors and Caltrans field staff.

Misinformation or incomplete information could result in incorrect or late payments to the Contractor.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will routinely contact other Caltrans personnel, contractors, engineering consultants, the Federal Highway Administration and industry representatives to transmit or obtain relevant engineering information. These contacts will be verbal or written, as needed, to perform assignments. Must be able to represent the Department in training matters and properly respond to division management. Must be able to develop relationships and be willing to partner with local entities in the construction and oversight of projects.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent will required to sit and stand for long periods of time. Some lifting, carrying, bending, kneeling, crouching, reaching and pulling may be required. Must be able to lift and carry up to 25 pounds. Must be able to review documents, plans, and specifications in the format provided to field personnel and the contractors. Must be able to review the contract documents as they are maintained by the contract administrators.

The incumbent must be able to sustain mental activity to write reports, perform audit of man-hours worked, identify equipment/ supplies used, problem solve, and take the initiative to effectuate corrective action.

The incumbent is also required to have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; be able to recognize and deal with emotionally charged issues or problems; and have ability to

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

---

adapt to organization and functional changes.

---

## WORK ENVIRONMENT

This position requires the incumbent to work both indoors and outdoors. While at their base of operation, incumbent may work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Offices may be fixed buildings or trailers. Work generally consists of five eight-hour days and may require travel, overtime, weekend and night work. Vacations/Leave usage may be restricted during peak times. Night work requires ability to work under and with artificial lighting. The incumbent will be assigned work based on Divisional and/or Departmental needs and could be assigned to any office within District 8 which includes San Bernardino and Riverside Counties.

---

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

---

### ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).