

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION Commercial Vehicle Operations/Transportation Permits Issuance	
WORKING TITLE Transportation Permit Writer, Transportation Permits Issuance	POSITION NUMBER 913-350-3175-917	REVISION DATE 11/04/2024

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 Branch Chief of Transportation Permits Issuance, a Senior Transportation Engineer (Supervisor), the incumbent, a Transportation Engineering Technician, serves as the Transportation Permits Writer in the Transportation Permits Issuance Branch.

The incumbent performs complex technical work pertaining to transportation permits. The incumbent serves as a Permit Writer (single trip, annual, repetitive, and/or variance permits) for processing applications for extra-legal vehicles and/or loads to travel on State highways; acts as a Construction/Maintenance Liaison by keeping the program's database current with restrictions that affect permit routing; reviews/inspects the work of others as a secondary audit; and assists supervisors with reviewing and updating Caltrans' permit policies, best operating practices, and permits processing software.

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. (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, Equity, Innovation, Integrity, 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, 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, Equity, Innovation, Integrity, Pride)
- **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. (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, Equity, Innovation, Integrity, Pride)
- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (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, Equity, Innovation, Integrity, Pride)
- **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, Equity, Innovation, Pride)
- **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, 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, Equity, Innovation, Integrity, Pride)
- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Reviews all types of transportation permit applications (single trips, Single Trip and Application Routing System (STARS), annual, repetitive, and variance) to determine if the vehicle and/or load are correctly described and are eligible for extralegal transportation permit. Analyzes the reducibility of the loads or vehicle. Assesses the use of appropriate hauling vehicle combination to accommodate the load. Checks the maximum allowable loading and determines the permit weight classification. Assists applicants and permit services companies in determining alternate routing or proposed routing of current and future moves.
30% E	Researches a proposed route to ensure that it can accommodate the extra-legal features of the load. Coordinates intra-regional moves with local agencies. Records the approved route, special conditions, and escort requirements on the permit. Signs or stamps the permit as the authorized state representative and sends the approved permit to the permittee. Confers with the California Highway Patrol and local law enforcement in the interpretation of the permit conditions and extralegal size and weight issues. Performs independent reviews as a secondary audit of permits written by others and assists with more complex permit tasks as needed.
25% E	Accesses, analyzes, and interprets roadway restrictions, reviews vertical and horizontal clearances, coordinates with several staff (resident engineers, encroachment engineers, construction and maintenance supervisors and contractors), and completes Change Request Forms to update the CalRoute database with construction and maintenance restrictions and vertical and horizontal clearance changes. The CalRoute database is used by all the permit writers to develop routes for extralegal load moves. Notifies the Transportation Permits Policy Branch's database administrator of any long-term restrictions and new highway alignments and relinquishments.
5% E	Prepares correspondence, spreadsheets, etc. for management. Answers questions from the public regarding permit policies and issues. Occasionally works in the field regarding permit business. Assists supervisors with reviewing and updating Caltrans' permit policies, best operating practices, and permits processing software.
5% M	Completes a variety of special projects and assignments as needed by the Division Chief, Deputy Division Chief, Office Chief, and Branch Chief. Performs other work commensurate with the Transportation Engineering Technician classification.

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 act in a lead capacity on special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires: Sufficient knowledge of the California State Highway System and local highway networks for routing extralegal vehicles from origin to specific destination; heavy hauling equipment and heavy construction equipment and their operations; engineering knowledge to understand the reasoning and the need for bridge weight ratings and how they apply to heavy axle loadings; and an engineering background to effectively communicate technical issues involving the Transportation Permits Program.

This position requires the ability to: Read, interpret, and extract information from construction project plans; analyze, interpret, and apply policies and procedures to specific situations; analyze complex, technical situations and take effective action; use a

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computer and have working knowledge of various Microsoft software applications (Outlook, Word, Excel, Access, PowerPoint) and web-based applications; work cooperatively and communicate effectively (verbal and written) with the public, customers, co-workers, and other transportation partners; determine safe routes for the appropriate vehicles and/or loads; and understand individual roles, responsibilities, and duties in ensuring the safe routing of oversize and overweight vehicles.

Typical duties of the Transportation Engineering Technician classification require:

- Knowledge of: Using and adjusting precision surveying instruments; methods, materials, tools, and equipment used in highway and bridge construction and maintenance work; methods of proportioning and handling portland cement concrete; proportioning and handling bituminous surfacing materials and the handling of asphaltic oils and emulsions; physical characteristics and properties of highway and bridge construction materials and the approved methods and equipment used in making physical tests of construction materials; highway grading, construction, and maintenance; traffic operations, methods, and procedures; conventional and state-of-the-art computer applications to transportation engineering work.
- The ability to: Communicate effectively at a level required for successful job performance; use and adjust precision surveying instruments; assist in highway and bridge design work; make accurate engineering calculations; inspect construction work and enforce compliance with plans and specifications; analyze situations accurately and take effective action; prepare reports.

Requires the ability to collaborate with multi-disciplinary, technical staff; communicate effectively (both orally and in writing) with multiple audiences; establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; participate in public contact and represent Caltrans; serve in a consulting capacity to other divisions and districts; and respond appropriately to difficult situations.

Must be able to apply sound judgment in problem solving; work productively in a busy and often changing environment; perform multiple tasks simultaneously; maintain a project schedule; accurately and timely follow-up on issues; and effectively interact with many levels of people in a cooperative manner. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice. Requires proficiency with Microsoft (MS) Office programs (including MS Word, MS Excel, MS Outlook, and MS Teams), Adobe Acrobat, Cisco WebEx, and using the Internet.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Traffic Operations Program and the Department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased expenses resulting from lost Transportation System productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Design, Construction, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the public (specifically transporters and permit service personnel).

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent may be required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must: quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services. The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge.

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Must have manual dexterity and the ability to work with precision surveying instruments/tools/equipment and testing materials. Must have the ability to work with a computer and may be required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

WORK ENVIRONMENT

This position's headquartered location is Sacramento, CA. The incumbent works in a climate-controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs. The incumbent may be required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent may be required to travel within the state and may be required to travel out-of-state for business operations. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. The incumbent will be required to work during times of "national emergencies and/or natural disaster." Vacations may be restricted during peak times.

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.

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.)

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

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CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION Commercial Vehicle Operations/Transportation Permits Issuance	
WORKING TITLE Transportation Permit Writer, Transportation Permits Issuance	POSITION NUMBER 913-350-3008-917	REVISION DATE 11/04/2024

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 Branch Chief of Transportation Permits Issuance, a Senior Transportation Engineer (Supervisor), the incumbent, a Junior Engineering Technician, assists Transportation Engineering Technicians in the Transportation Permits Issuance Branch.

The incumbent is responsible to perform routine work pertaining to processing traffic related transportation permits, and entry level office engineering work.

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.

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- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (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, Equity, Innovation, Integrity, Pride)
- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (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, Equity, Innovation, Integrity, Pride)
- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
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- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Assists branch transportation engineering technicians with reviewing all types of transportation permit applications (single trips, Single Trip and Application Routing System (STARS), annual, repetitive, and variance) to determine if the vehicle and/or load are correctly described and are eligible for extralegal transportation permits. Performs preliminary review of transportation permit applications from customers to ensure that they are legible and all necessary technical information has been filled out. Processes routine annual transportation permits and routine single trip permits with legal height.
35%	E	Assists branch transportation engineering technicians in researching a proposed route to ensure that it can accommodate the extra-legal features of the load. Coordinates intra-regional moves with local agencies. Records the approved route, special conditions, and escort requirements on the permit. Confers with the California Highway Patrol and local law enforcement in the interpretation of the permit conditions and extralegal size and weight issues. Consults with and assists transportation engineering technicians within the branch with providing alternate routing or proposed routing of future moves for applicants and permit services companies.
20%	E	Responds to customer and public inquiries by mail, phone, fax, emails, or in person regarding the status of an existing permit application or the process and procedure to obtain a transportation permit. Uses the CalRoute Database to provide status updates to customers. Answers basic technical questions and provides information with regard to submitting a complete permit application. Directs customers to various resources, including the Transportation Permits (oversize/overweight vehicles) website, to complete the application.
5%	M	Completes a variety of special projects and assignments as needed by the Division Chief, Deputy Division Chief, Office Chief, and Branch Chief. Performs other work commensurate with the Junior Engineering Technician classification.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires: Sufficient knowledge of the California State Highway System and local highway networks for routing extralegal vehicles from origin to specific destination; heavy hauling equipment and heavy construction equipment and their operations; engineering knowledge to understand the reasoning and the need for bridge weight ratings and how they apply to heavy axle loadings; and an engineering background to effectively communicate technical issues involving the Transportation Permits Program.

This position requires the ability to: Read, interpret, and extract information from construction project plans; analyze, interpret, and apply policies and procedures to specific situations; analyze complex, technical situations and take effective action; use a computer and have working knowledge of various Microsoft software applications (Outlook, Word, Excel, Access, PowerPoint) and web-based applications; work cooperatively and communicate effectively (verbal and written) with the public, customers, co-workers, and other transportation partners; determine safe routes for the appropriate vehicles and/or loads; and understand individual roles, responsibilities, and duties in ensuring the safe routing of oversize and overweight vehicles.

Typical duties of the Junior Engineering Technician classification require:

- Knowledge of: Arithmetic and doing computing neatly and accurately; elementary principles of algebra and geometry; and basic safe work practices to protect their own safety and health and that of others.
- The ability to: Communicate effectively at a level required for successful job performance; do computing neatly and accurately;

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follow directions.

Requires the ability to collaborate with multi-disciplinary, technical staff; communicate effectively (both orally and in writing) with multiple audiences; establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; participate in public contact and represent Caltrans; serve in a consulting capacity to other divisions and districts; and respond appropriately to difficult situations.

Must be able to apply sound judgment in problem solving; work productively in a busy and often changing environment; perform multiple tasks simultaneously; accurately and timely follow-up on issues; and effectively interact with many levels of people in a cooperative manner. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice. Requires proficiency with surveying equipment and software, Microsoft (MS) Office programs (including MS Word, MS Excel, MS Outlook, and MS Teams), Adobe Acrobat, Cisco WebEx, and using the Internet.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent may be required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must: quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services. The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge.

Must have manual dexterity. Must have the ability to work with a computer and may be required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

WORK ENVIRONMENT

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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.)

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