

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION Maintenance/Minor B & Emergency Contracts	
WORKING TITLE Transportation Engineer Technician - Minor B Projects	POSITION NUMBER 911-243-3175-911	REVISION DATE 12/17/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the supervision of a Minor B/Emergency Contracts Branch Chief, a Senior Transportation Engineer (Senior TE), and with lead direction and guidance from a Transportation Engineer (Civil), the Transportation Engineer Technician – Minor B Projects (TET) is responsible for assisting the Senior TE and Minor B Engineers with the delivery of Minor B projects, Lands and Buildings projects, and Emergency Contracts from project initiation to construction completion. Performs tasks related to field inspections/investigations, Plans, Specifications, and Estimates (PS&E), contract bidding, construction inspections, and project close-out. The TET performs office and fieldwork.

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. (Safety First - Innovation)
- **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 - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - 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 - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Performs field inspections for proposed projects in San Diego and Imperial Counties; Under the lead guidance of the Transportation Engineer (Civil) performs construction administration and inspection tasks including field visits to construction sites, recording daily diaries, preparing Weekly Statement of Working Days, managing the Lane Closure System, contract change orders, and construction documentation, and communicating directly with the contractor and field personnel.

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30%	E	Coordinates with contractors, sub-contractors, vendors, external agencies, and the public; coordinates Coordination with functional support units to obtain required permits and certifications for project PS&E; coordinates with Department of Procurement and Contracts (DPAC) staff to process contract advertisements, awards, and executions; provides project status information, feedback, and recommendations (related to project scope, schedule, and cost) to supervisors.
20%	E	Assists with developing Project Initiation Documents and PS&E packages enforces compliance with PS&Es contracts during field inspection; utilizes tools including Microsoft (MS) Office, Microstation, Civil 3D, and other computer database software/applications to assist with project delivered and construction inspection. Assists in the review of contractor submittals and invoices for contract payment and assists with project closeout tasks such as deactivating phases, reverting project funds, filing project related documents, and processing final payments.
5%	E	Attends job-related training and performs other duties deemed necessary for the delivery of the District Minor B program.
5%	M	Responds to requests from management for special duties and assignments not listed above.

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

The TET does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Policies and Procedures regarding contract documents to include, but not limited to, the Standard Plans and Specifications; varying types and methods of industry construction practices; State safety orders, traffic control, field office engineering techniques; testing of materials, computer application to transportation engineering; factors which influence the impact of highways and other transportation facilities on the environment.

Ability to: Use CADD software, word processing, and spreadsheet software, access and extract information from a database; do simple mapping and drafting and make neat and accurate computations and engineering notes; comprehend and interpret Standard Plans and Specifications, Special Provisions and Change Orders; prepare designs, plans and specifications for projects; assess contractor's field operations for safety purposes; determine if Contractors have adequate and competent staff performing required work in compliance with contract; inspect construction work and determine if it meets specification requirements; prepare basic correspondence and reports; establish and maintain friendly and cooperative relations with those contacted in the course of the work; communicate effectively both orally and in writing.

Must be able to analyze situations accurately, identify potential conflicts, and adopt an effective course of action; review project schedules and determine the appropriate level and timing of review; recognize significant issues and implement the best course of action; assess circumstances that may require elevation of issues to appropriate level for resolution.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The TET is responsible for making average technical and/or engineering decisions that may affect the development and construction of transportation-related projects. Improper judgments and errors made by the incumbent could result in unsafe highway conditions, a reduction in the operations of highways, and/or the unnecessary expenditure of limited state resources. Failure could result in a detrimental effect on the Department and the State. The incumbent is responsible for their actions, decisions, quality of completed work, and 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.

PUBLIC AND INTERNAL CONTACTS

May have contacts with other Caltrans employees and supervisory staff within their District and/or Headquarters programs, other staff, local and Federal agencies, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires the use of a hard hat, vest, heavy-duty work clothes, safety boots, and other personal protective gear. The incumbent must be able to traverse uneven terrain(s), including slopes, and work in all types of weather. Must be able to move heavy objects within an office or over various types of terrain; stand or sit for prolonged periods; and perform work that includes bending, stooping, and/or kneeling. Must have problem-solving, analysis, and reasoning skills. Must be able to perform duties safely. Must be able to organize, prioritize, concentrate, formulate effective strategies, be multi-tasked, adapt to changes in

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priorities, and complete complex tasks or projects with short notice. Must resolve emotionally charged issues reasonably and diplomatically; must be able to develop and maintain cooperative working relationships; considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations, and treating others with respect. The incumbent must value cultural diversity and other individual differences in the workforce. Must be able to review and create documents and meet strict deadlines at times. Must be able to work in a high-pressure environment, tolerate difficult situations, and productively manage conflict and confrontation. Must be available for possible emergency callouts outside of regular work hours. Overtime may be required, and vacations may be restricted during peak times.

WORK ENVIRONMENT

Work is accomplished in a variety of settings. While performing field work, the incumbent is required to travel throughout San Diego and Imperial Counties which may be in remote areas, along the travel way of highways, wetlands, heavy construction zones, and mountain tops. While at the base of operation, the incumbent works in a climate-controlled environment in an office building, field office, laboratory, and/or trailer. The incumbent may periodically be required to travel to perform fieldwork and may be exposed to dirt, noise, dust, chemicals, uneven surfaces, and extreme weather conditions. Travel, night shift, and overtime may be required. The incumbent must be able to operate a motor vehicle safely. Work is performed on a variety of terrain(s) including but not limited to slopes. The incumbent is also subjected to all weather conditions, including the desert heat in the Summer and the mountain cold in the Winter. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

The work schedule may vary based on operational needs and/or contract schedules to includes nighttime, weekends, and emergency call-outs.

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