

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION District 10 Construction 501, District 910
WORKING TITLE Assistant Resident Engineering Technician	POSITION NUMBER 910-501-3175-xxx
	REVISION DATE

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 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. Incumbent works in the field performing inspections and ensuring contractor compliance with all contract requirements. Ensures SWPPP and safety procedures are in compliance and notifies contractors immediately when not in compliance. Assists Resident Engineers in administrative duties related to construction projects.

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	Job Description
Essential (E)/Marginal (M) ¹	

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40%	E	Under the supervision of the Area Construction Senior Transportation Engineer, the incumbent will be working in the field performing inspection and ensuring the contractor complies with all contract requirements; keeping complete, accurate, and concise records of the work and quantities; documenting locations, material, labor and equipment used, and measured quantities on a daily basis; verifying material sources and qualities; ensuring SWPPP and safety compliance; conducting labor compliance interviews, performing or calling for required tests to ensure work quality; keeping the Resident Engineer informed of work progress and problems timely.
		The inspector must not direct the contractor's work, but must immediately notify the contractor when work is not in compliance; attend assigned and approved trainings; compute quantities for progress payments; review and process contractor requests; document and communicate about test results and status of requests; file contract documents timely; and perform other duties assigned by the Senior Transportation Engineer.
30%	E	Under the supervision of the Area Construction Senior Transportation Engineer, incumbent 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.
10%	E	Under the supervision of the Area Construction Senior Transportation Engineer, incumbent will collect and record project field data such as elevations and distances by using various survey instruments and other equipment. Research information relating to the project assignment through various records such as appraisal maps, as-built drawings, photo log and various reports.
10%	E	Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings. 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.
10%	M	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hard copy project files, administration of documents, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.

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

This position does not supervise others. May serve as a lead for functional guidance in training and assisting less experienced employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Constantly keep safety in mind of yourself and others around you.
- Knowledge of the construction practices and field testing request procedures.
- Knowledge of construction field office procedures.
- Ability to communicate effectively, oral and in writing, document work performed daily.
- Must be team work oriented, with ability to work independently and to perform construction administration duties.
- Must be able to interpret the Special Provisions, Standard Specifications, Contract Plans, Standard Plans, Codes, and Manuals.
- Department and work unit policies and procedures such as sexual harassment prevention, discrimination, ethics, workplace violence prevention, and state equipment usage.
- Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work.

Ability to:

- Use conventional and state-of-the-art equipment and computers applicable to office and field transportation engineering work.
- Perform accurate mathematical calculations.
- Effectively communicate both verbally and in writing at a level required for successful job performance.
- Organize/arrange data to produce effective work products without repetitious direction.
- Prepare technical reports and other project related documentation.
- Evaluate work methods and traffic conditions closely, both before and during the work, to assure safety.

Analytically to:

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- Analyze situations accurately and take effective action
 - Make sound decisions.
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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 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 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 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 could be to another unit within construction or other division within the district.

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.

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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