

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION District 12/Project Delivery/Office of Design 1
WORKING TITLE Drafting Technician	POSITION NUMBER 912-200-3008-911
	REVISION DATE

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

GENERAL STATEMENT:

Under the close supervision of a Senior Materials & Research Engineer, the Junior Engineering Technician (JET) will function as Drafting team member. Incumbent will learn Computer Aided Drafting Design principles and perform nonprofessional activities in the preparation of simple plans, design drawings, written documents, and other related work for transportation projects.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Learn and perform Computer Aided Drafting (CAD) and manual delineation on different media types for simple project plans, design drawings, displays, plots, and other mappings. Participate in quality review of plans for compliance and consistency using current drafting guidelines and tolerances. Make elementary engineering computations such as quantities, elevations, and distances.

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30%	E	Maintain electronic files for submittal to Division of Engineering Services-Office Engineer (DES-OE) unit; working with Information Technology, to transfer as-awarded plans to back-up final computer files; and maintaining a project log.
20%	E	Participate in the final review of plans for compliance and consistency with current drafting standards.
10%	E	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 equipment.
5%	M	Attend training courses, participate in internal and external teams, and attend meetings such as staff and safety meetings.
5%	M	Accurately reports worked time and charges in the Time Reporting System. Complete forms with accuracy such as travel expense claims, daily reports, safety reports, and overtime logs.

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

Knowledge and experience in MicroStation Program, knowledge of engineering terminology, and delineation methods. Incumbent should have competence to use computer applications such as MicroStation, Microsoft Excel, Word and e-mail. Ability to write professional and grammatically correct documents such as e-mails to Design, OE and Res and Writing/drafting comments upon review of Consultant generated plans and submittals. The incumbent will be required to perform analytical tasks including, but not limited to, determining the most efficient way to complete delineation requirements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be required to use his/her own judgement within limits of prescribed guidelines. Errors in judgment and decisions could affect public safety or result in tort liability for the Department. Inaccurate plans may result in added costs due to higher bid estimates or change orders.

PUBLIC AND INTERNAL CONTACTS

The incumbent will make contact with other functional units, Headquarters, local agencies, private engineering consultants to obtain, transmit, or convey information related to plans preparation standards.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and monitor. They may also be required to conduct sustained mental activity as necessary for problem solving, or plan preparation. They will also be required to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

WORK ENVIRONMENT

The work environment is typically a climate-controlled office and/or by Telework. The employee may sit for long periods of time while using a keyboard and video display terminal. There are elevators that can transport the employee to all floors of the office complex. The employee works in a workspace equipped with a phone, computer. The employee may be required to attend meetings or training in other State facilities. The hours of scheduled work will be at the discretion of Caltrans based on organizational needs.

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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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