

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Junior Engineering Technician	D8/Right of Way/Surveys	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Junior Engineering Technician (JET)	908-302-3008-003	03/20/2025

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 Transportation Surveyor Party Chief or Senior Transportation Surveyor, the incumbent will perform a wide variety of non-professional tasks related to land surveying in a field setting. Incumbent must possess and maintain a valid driver's license when operating State vehicles. The incumbent will be assigned work based on department and / or division needs and could be assigned to any office within District 8, which includes San Bernardino and Riverside Counties.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - 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. (Employee Excellence - 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. (Safety - Equity)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity - 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. (Equity - Collaboration)
- 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. (Employee Excellence - Collaboration)
- 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. (Employee Excellence - 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. (Employee Excellence - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Learn and practice various fundamental skills performed in land surveying, including proper handling and setup of equipment, use of hand and power tools, basic measuring and note taking, staking and layout work (setting stakes / marking lath / etc.), proper tool and equipment maintenance, and varying manual labor activities including the following: lifting up to 60 pounds, digging, brush cutting & clearing, monument setting and pipe driving, asphalt and concrete removal, construction of concrete monuments, and the setting of survey targets and control points. Work will include hiking, driving, and transporting of tools, equipment, and materials (up to 60 pounds) over various types of terrain in possibly extreme heat or cold weather conditions.

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25%	E	Perform lookout duties, traffic control (setting of warning signs, placement of traffic cones, driving and placing barrier vehicles, etc.) and various safety procedures and protocol in accordance with Chapter 2 of the Caltrans Surveys Manual and the Caltrans Safety Manual.
10%	E	Aids supervisor in performing calculations using basic mathematics (addition, subtraction, multiplication, division, unit conversions, and working with fractions), algebraic, geometric, and trigonometric functions and concepts. Accurately records data electronically and in hard-copy format (field notes).
5%	E	Attend all mandated, formal, and on-the-job training to develop new technical skills and knowledge related to land surveying tasks and departmental policies.
5%	E	Responsible for reporting daily pre-operational condition, necessary repairs, sustained damage and ensure the completion of required maintenance on fleet vehicles used. Assist supervisor with preparing for the daily assignment; including stocking material onto vehicles, as required, to accomplish the work. Keep track of crew supply inventory to ensure vehicles remain well stocked and reports inventory needs to the supervisor.
5%	M	Accurately reports worked time and charges in the Time Reporting System provided.

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 of:

Arithmetic and elementary principles of geometry and trigonometry

Basic safe work practices to protect employee's own safety, safety of coworkers, and the public

•Ability to:

Understand and practice current safety procedures as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program.

Communicate effectively at a level required for successful job performance

Keep concise, clear, and accurate notes (electronic & hardcopy formats)

Operate computer workstations with Windows Operating Systems and various software suites

Must apply oneself in learning surveying procedures and be able to effectively follow directions

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to effectively follow directions and communicate effectively. Failure to adhere to this may result in costly liability claims for the State.

PUBLIC AND INTERNAL CONTACTS

Maintain close communications with lead worker and / or supervisor. Has daily and frequent contact with fellow survey crew members and office personnel. Maintain cordial and cooperative relationships with those contacted in the course of work and communicate effectively, both orally and in writing with others within or outside the Department of Transportation organization. As a representative of the Department and the State of California, the incumbent is expected to maintain fair, impartial, and effective relationship with clients, and conduct oneself in a professional and courteous manner at all times.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical:

Incumbent's normal assignments are within District 8, which includes San Bernardino/Riverside Counties. This

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position may require lengthy or intermittent out of town stays, and can include temporary assignments statewide. Physical activities may vary due to work assignment. Since the Physical environment is directly linked to work assignments, any or all of the following conditions may be met:

- Must be able to transport survey equipment, hand tools and materials weighing up to 60 pounds in an outdoor setting over rugged terrain, hilly areas, or on uneven surfaces that are near freeways, highways, roads and construction sites.
- Must perform manual labor and activities that require the ability to walk, stand, stoop, bend, twist, crouch, kneel, crawl, push and/or pull, reach overhead, and lift. Other manual labor activities including digging, clearing of brush, setting of durable monuments, pipe driving, removal of asphalt, construction of concrete monuments, and any other work necessary to recover or establish survey monuments and points.
- Ability to exercise power grasping, repetitive motion and manual dexterity when using hand tools and survey equipment such as hammers, digging bars, and shovels to perform routine tasks.
- Ability to use a pick, digging bar, or a shovel to excavate material in order to set or recover monuments, dig debris out of pipes and structures, or for general clearing needs.
- Must be able to travel to field offices, field locations, and construction sites, may also travel to other District Offices and Headquarters; therefore, incumbent must be able to travel by car or commercial transportation. Vehicles will vary from passenger cars to 3/4-ton pickup trucks and vans. This travel may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas for prolonged periods. Some rougher terrain areas may cause the jostling of the vehicle's occupants.
- Hearing and sight are both essential to job performance because the incumbent must be able to hear directions, traffic and equipment, and must see to perform his/her duties safely. Corrected vision/hearing is acceptable. Night vision must be good for safety when working after dark.

Emotional:

- The position requires constant interaction with the office and/or field personnel. It is important that incumbents work with others to develop and maintain cooperative relationships.
- Must be able to handle irate public in a calm manner.
- Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even while working under adverse conditions.
- Must be open to change; able to adapt behavior and work methods when presented with new ideas, changing conditions or unexpected obstacles.
- Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.
- Acknowledges cultural diversity and other individual differences in the work environment.

Mental:

- Must be able to sustain mental activity to write concise reports, keep field notes, problem solve, and analyze solutions related to field and office operations.
- Must have the ability to be multi-tasked, adapt to changes in priorities, and complete tasks or projects with short notice.
- Must be able to maintain a sustained mental alertness and concentration for prolonged periods of time while working around heavy equipment and under variable traffic conditions.

WORK ENVIRONMENT

Work generally consists of four 10-hour days and incumbent may be required to travel, work overtime, and work weekends and nights. Vacations/leave usage may be restricted during peak workload times. Frequent, substantial, or unexpected workload changes may dictate rescheduling or reassigning of work as needed. Night work requires the ability to work under and with artificial lighting. Field activities and site locations may be in the metropolitan area or at remote sites in the vicinity of and with exposure to hazards from ongoing construction projects and on- and off-highway vehicular traffic. Outside activity includes exposure to sunlight, moving traffic, loud noise, weather conditions of extreme heat and/or cold (including heat up to 120 degrees, cold as low as 15 degrees), strong winds, rain, sleet, snow, dust, and working on uneven terrain adjacent to heavy

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equipment while on foot and/or in a vehicle. May come in contact with hazardous materials, pesticides, chemicals (i.e., paints, cleaners, solvents, etc.). Hard hat, safety vest or approved safety shirt, acceptable footwear, and other appropriate personal protective equipment (PPE) must be worn/utilized at all times in the field without exception. 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
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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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