STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Materials & Research Engineering Associate (Specialist)	D11 Engineering/Materials Lab/Quality Assurance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Independent Assurance Specialist	911-320-3381-	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the District Materials Engineer, a Senior Transportation Engineer, the Materials and Research Engineering Associate performs a variety of testing duties. This includes calibrating testing equipment, maintaining certification records, and maintaining compliance with the Statewide Materials Testing Customer Service Center Manual (CSCM). Possession of a valid California driver's license is required to operate a State vehicle.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Responsible for certification of personnel performing laboratory tests on projects within the District. These projects will include State, County and other agency testers as well as those working under private contract to such agencies. Certification includes the witnessing of each tester's performance for each required test in compliance with the Independent Assurance program. Maintain certification records.
30%	E	As the District Single Point of Contact (DSPOC) to the Statewide Materials Testing Customer Service Center (CSC), utilize, implement and comply with the provisions, roles, responsibilities and tasks outlined in the CSCM. Maintain consistent communication with the DSPOC supervisor/ manager regarding performance of tasks, contract/scope issues, CSCM concerns, schedule, and impact to materials testing operations/facilities such as power shut downs, etc.
15%	E	Maintain the Material Plant Quality Program for District 11. This consist of certification of material plants in District 11 or those who supply materials to District 11 along with the certification of volume metric mixers supplying materials to District 11. Assist or perform plant certifications.
10%	E	Review field testing records and report findings to the Resident Engineers. Inspect and calibrate testing equipment noting inadequacies or damage; assist in immediate repair if possible, or replacement as necessary.
5%	E	Assist in training of entry level testing personnel and conduct orientation sessions for both consultant testers and Caltrans entry level engineers consisting of a basic introduction to materials testing procedures.
5%	E	Assist in random sampling of materials used in construction of federally funded transportation projects. Number of samples varies with the size of a particular project.
5%	M	Assist in pavement dimension compliance testing. Record results on appropriate forms and forwarded to the requesting party. This work occasionally involves special dimension and friction evaluations for other departments. Coordinate with their supervisor/manager to ensure a qualified person is assigned to perform DSPOC duties whenever the DSPOC is absent.

[1]ESSENTIAL 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

There will be no formal supervision but may provide guidance to field personnel performing testing.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Methods, materials, tools and equipment used in inspecting and testing a wide variety of construction and

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other materials; physical properties and uses of engineering construction materials. Ability to: Perform some computer applications including spreadsheets and development of forms for use in the Quality Assurance (QA) Program; Communicate effectively both orally and in writing; and perform mathematical calculations at a level required for successful job performance; test the quality and suitability of construction materials; analyze situations accurately and take effective action; prepare reports; effectively interact with people. The major analytical requirement is determining if an individual tester has knowledge and ability to perform tests in accordance with appropriate test methods.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequence of failing to properly certify and monitor field testers could result in erroneous test results causing possible failures. Failure in securing independent assurance samples could result in allowing erroneous acceptance testing. These failures would affect the integrity of materials incorporated into Caltrans projects and result in sanctions by FHWA.

PUBLIC AND INTERNAL CONTACTS

There will be extensive contacts with Resident Engineer, consultant testers and labs as well as local agency officials.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the ability to perform on site inspections near moving traffic on the travel way. The incumbent will perform extensive walking and occasional bending to inspect a variety of materials. The position requires occasional lifting of 50 plus pounds. Incumbent must work effectively while facing impending deadlines and unforeseen obstacles. Incumbent must be able too effectively and tactfully deal with various individuals. The incumbent is required to pick up and move heavy buckets of samples and move heavy equipment.

WORK ENVIRONMENT

The majority of the duties will take place in the field. Some office work will be required. Possession of a valid California driver's license is required to operate a State vehicle.

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