CALIFORNIA DEPARTMENT OF TRANSPORTATION
MATERIALS ENGINEERING AND TESTING SERVICES-GEOTECHNICAL SERVICES
DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Transportation Engineering (Civil)	DES/METS GS/Office of Structural Materials	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE DATE**
Assistant Structural Materials Representative	559-318-3135-xxx	February 2014

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 direction of the Senior Bridge Engineer, the Transportation Engineer Civil will perform the duties of an Assistant Structural Materials Representative (ASMR) within the Office of Structural Materials (OSM). The Primary function of the OSM is to ensure the materials and products used in California Department of Transportation (Department) construction projects comply with contract requirements.

The single point of contact between OSM and its customers is the Structural Materials Representative (SMR). The SMR lead OSM's involvement on all Department construction projects. The ASMR is assigned out of the Quality Assurance and Source Inspection (QASI) Branch for which the project resides and supports the work of the SMRs. The ASMR works to provide clear, effective and timely technical recommendations regarding construction materials to OSM and its clients. The ASMR assists SMRs, Branch Seniors, and the Office Chief by identifying resources needed to accomplish OSM's source inspection and quality assurance responsibilities for the Branch projects. The ASMR works to anticipate and resolve any issues associated with source inspection and quality assurance activities with the overall goal of maintaining standards and consistency while minimizing the impact on project schedule and cost.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M) [1]

50% (E) Assist the SMR, the single point of contact between OSM and its customers for all projects within their assigned area. In this capacity keeps up to date on all structural materials issues on projects, Meets with construction, fabricators, and contractor personnel to identify materials-related issues and recommends solutions consistent with project documents and OSM's practices and procedures (OSMPP manual), Ensures all Quality Control Plans are reviewed and submitted on time as requested, Visits job sites, Visits fabrication and manufacturing shops, which may be out-of-state, Reviews Inspection Reports, Determines which bid items require OSM inspection when not on the list of approved bid items requiring inspection.

35% (E) Prepares as needed reports transmitting technical recommendations for their assigned

projects, NCR Summary Reports, and SMR Monthly Summary reports, Assists the SMR in running contract-required meetings discussing OSM related materials attended by Construction and Contractor representatives, Presents information regarding OSM practices to Construction, Assists the Quality Assurance Management (QAM) Branch with fabricator audits.

15% (M) Complete other duties as assigned by the QASI Branch Senior, which may include assisting the supervisor in planning the daily assignments for the inspectors and clerical staff and participating on OSM Technical Committees.

SUPERVISION EXERCISED OVER OTHERS

No direct supervision required, but ASMR is required to work with others to obtain the information necessary to complete assignments and clearly communicate.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Employee must have knowledge of:

- The Departments construction process and basic design principles,
- The materials used in projects including welding, precast concrete, coatings, and structural fasteners,
- Industry practices for fabrication of structural components,
- The testing, inspection, sampling, and reporting procedures of structural components,
- Labor and safety practices in Department projects.

Employee must have the ability to:

- Interpret plans, specifications, and shop drawings,
- Communicate clearly and efficiently,
- Represent the Branch in public or in Department meetings,
- Perform basic computer applications such as Microsoft Office software.

Employee must be able to perform basic engineering calculations related to the inspection and testing of the materials used in Caltrans construction, and be able to analyze and check all necessary test reports on materials incorporated in the work for conformity to applicable specifications.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The ASMR is responsible for recommending acceptance or rejection of OSM inspected materials. Decisions must be clear and concise. Inappropriate decisions may have the potential of jeopardizing the integrity of structures, which could affect contract claims and delay construction.

PUBLIC AND INTERNAL CONTACTS

The ASMR has considerable contact by telephone, email, and person-to-person with manufacturers, vendors, contractors, and Caltrans construction and administrative personnel. The ASMR has daily and frequent contact with Branch offices, Headquarters, and Translab personnel regarding testing results and inspection reports.

WORK ENVIRONMENT

The base of operations may include a climate-controlled, multi-floored building with artificial lighting. The office will may exposed to hazards associated with standard office equipment. Inspection duties may include working around bulk quantities of building materials, heavy equipment and machinery. Employee may also be required to work in close proximity to the motoring public. Employee may be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sustain the mental activity needed for writing, problem solving, analysis and reasoning; will be required to develop and maintain cooperative working relationships and respond appropriately to difficult situations. Employee is required to drive a State motor vehicle. Employee may occasionally be required to move equipment and test materials weighing up to 50 lbs.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name

_____

Signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

_____

Supervisor's Name

_____

Signature Date