

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE BRANCH/SECTION
Transportation Engineer Technician	59/DES/Office Engineer
WORKING TITLE	POSITION NUMBER
Reports and Computer Engineer	559-285-3175-xxx

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 supervision of a Senior Transportation Engineer, the Transportation Engineering Technician (TET) performs a variety of duties relating to the Basic Engineering Estimating System (BEES) and the construction Bid Opening System as follows.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
40%	E	Assists in the preparation and updating of the Engineer's Estimate of construction quantities prior to creating the bid opening system file. Reviews bid item descriptions and engineering quantities in the project file and makes corrections as necessary on a computer mainframe terminal. Assigns item codes to non-standard construction items in the estimate.
20%	E	Reviews BEES items to ensure that the funding percentages in the BEES is correctly segregated (i.e., State, Federal, Local) prior to contract advertising. Coordinates with District and OE Specification Engineers to resolve discrepancies.
20%	E	Monitors construction project addenda issued and incorporates necessary revisions to the Engineer's Estimate prior to bid opening.
10%	M	Maintains master list of construction item codes and descriptions on the mainframe terminal and on a desktop computer to reflect new, temporary or revised contract specifications. Eliminates outdated contract items.
10%	M	Assists a Transportation Engineer Civil in the preparation of weekly DBE/DVBE goal analysis. Assists in generating related reports.

<sup>1</sup>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**

NONE.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have knowledge of engineering terminology and familiarity with the BEES System and contract item codes is necessary. Must have the ability to: read, write, and speak English at a level adequate for successful job performance; spell correctly; follow oral and written directions; evaluate situations accurately and take effective action; make arithmetical calculations; and learn and utilize the Department's basic engineering estimate and bid opening computer systems.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Transportation Engineering Technician is responsible for a variety of activities in a unit, which processes construction contracts from advertising through bid opening and award. Errors in any of these activities could result in the inability to

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award construction contracts because of improper advertising or bid opening procedures, or cause a delay or cancellation of bid openings.

## PUBLIC AND INTERNAL CONTACTS

The Transportation Engineering Technician will have occasional contact with Headquarters, District project development and construction staff at all levels.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit for prolonged periods of time using a keyboard and video display terminal. Must have ability to maintain sustained mental activity needed for report writing, analyzing situations, problem solving, and reasoning. Must be able to maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged issues and problems.

## WORK ENVIRONMENT

The incumbent performs assigned tasks in an office atmosphere having sufficient light and reasonable noise levels. The Division of Engineering Services houses employees in cubicles supplied with a personal computer and other tools needed to carry out assigned responsibilities.

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