

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE 04 / Right of Way / R/W Engineering Office	
WORKING TITLE Transportation Engineering Technician	Employee ID	EFFECTIVE DATE November 1, 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

The Transportation Engineer Technician works under the direct supervision of a Senior Transportation Surveyor. Incumbent may also be required to work under the direction of a Transportation Surveyor or Transportation Engineer lead worker. Incumbent should have some experience and knowledge of all activities required of land surveying activities.

TYPICAL DUTIES:

Percentage

Essential (E)

Marginal (M)

Job Description

- 35% (E) Right of Way Management Information System (ROWMIS) data entry for Right of Way Engineering mapping products.
- 35% (E) Research records from counties and other agencies.
- 10% (E) Maintenance of printing equipments, printing supplies ordering, and contacting printing equipment service providers for services.
- 10% (E) Performs special assignments and provides land and right of way information to Engineers, right of way agents, and others for use in statistical lists, tabulations, budget reports, project reports, plans, policies and procedures, etc.
- 05% (M) Right of Way Records service counter assistance.
- 05% (M) Check and reviews Right of Way maps, legal descriptions, and calculations prepared by another squad member.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise other employees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of highway design and land surveying procedures; principles of boundary determination; land law and rules concerning conveyances.
- Knowledge of basic computer skills and the willingness to learn one or more CADD (primarily Civil 3D) Systems.

- The ability to determine the best location for property lines by analysis of various conflicting maps, deeds, and title reports. The ability to check property transfer documents required for acquisition, sale or transfer to other agencies.
- Apply analytical and computational skills to check the computations of other members.
- Willingness to learn highly technical operations with adequate training.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors made by the incumbent should be detected as part of the normal sequence of checking and reviewing that is done with office processing. Undetected errors in work assignments may lead to encroachments and/or defects in the State's title, exposing the State to various liability claims, construction delays and greatly increasing costs to the State.

PUBLIC AND INTERNAL CONTACTS

Incumbent will make internal contacts, conferring with designers about right of way location detail, and with agents about appraisal maps and documents requested. Incumbent may occasionally assist engineers and surveyors from other agencies and members of the public in connection with State right of way. A professional attitude and good phone manners are a must.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. May be required to move large or cumbersome paper rolls, plans, and maps from one location to another. The incumbent must be able to develop and maintain cooperative working relations.

WORK ENVIRONMENT

While at their base operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss with the 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

DATE

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

SUPERVISOR

DATE