STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineering Technician	D8 - Construction - Field Unit	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Inspector/Office Engineering Technician	908-500-3175	

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 direction of the Senior Transportation Engineer, incumbent performs a wide variety of non-professional engineering work in either an office or field setting. As incumbent progresses in experience, more difficult work will be assigned. Incumbent performs duties associated with the administration of construction contracts including reviewing the work of State and Contractor Forces. Possession of a valid driver's license is desired.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Performs general construction office duties relating to administration of construction contracts such as quantity calculations, processing extra work bills, preparing progress estimates, and filing documents.
35%	E	Makes inspections in enforcing compliance with plans and specifications on all phases of highway or bridge construction projects such as earthwork operations, placing of base materials, paving with asphalt or concrete materials, materials control at asphalt or concrete batch plants, culvert construction, pile driving, concrete pours, striping and pavement delineation, and other miscellaneous roadway safety items. Inspects work as to the quality, quantity, and methodology. Records manpower and equipment usage along with pertinent details. Prepares documentation of the work performed.
15%	M	Performs field or laboratory physical tests of highway construction and other materials including collecting data and sampling construction materials in coordination with the Contractor's personnel.

[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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of properties and uses of engineering construction materials; methods and equipment of engineering construction and the Department's contract administration procedures.
Ability to inspect construction work and determine whether it meets specification requirements.
Ability to make neat and accurate engineering computations and notes and to prepare reports.
Ability to establish and maintain professional and cooperative relations with those contacted in the course of work and to communicate effectively.
Ability to apply sound judgment, analyze situations accurately, and take effective action.
Ability to make decisions in the absence of higher-ranking personnel to ensure project flow and appropriately elevate issues.
Ability to operate office equipment (i.e., computers, telephone, fax, copier machines).
Ability to comprehend and analyze specification requirements and test methods as they relate to the Contract Specifications.
Ability to recognize deficiencies as they arise and develop workable, effective solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decisions could affect public safety, resulting in tort liability for the Department, and completion

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of a substandard product.

PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely contact other Caltrans personnel, contractors, engineering consultants, the Federal Highway Administration and industry representatives to transmit or obtain relevant engineering information. These contacts will be verbal or written, as needed, to perform assignments. Must be able to represent the Department in training matters and properly respond to division management. Must be able to develop relationships and be willing to partner with local entities in the construction and oversight of projects

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: May be required to sit for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping, kneeling and moving items 50 pounds or more. Requires manual dexterity to operate computer for preparation of reports, diaries and/or preparations of various forms. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces, and move material samples and equipment. Physical activities vary and any singular physical requirement may be for lengthy periods of time. Required to be trained in first aid/CPR and apply this skill in the event of an emergency. Must be able to travel for sustained periods of time and/or on uneven terrain. The location of a construction site may necessitate traveling on long stretches of highway, mountains, and desert. Due to the terrain, traveling may require the jostling of a vehicle occupant.
Mental: Must be able to sustain mental activity to write reports, perform audit of man-hours worked, identify equipment/supplies used, problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action.
Emotional: Must be able to maintain emotional control during conflicts with contractor and/or coworkers. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

WORK ENVIRONMENT

While in the office, incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the air conditioning, the building temperatures may fluctuate. While working indoors, performs tasks related to contract administration, documentation and/or communications with other personnel. Work locations may be in the metropolitan area or in remote sites in the vicinity of construction projects. Office space may be in the office building and/or trailers. Outdoor activity includes exposure to moving traffic, loud noise, weather conditions of extreme heat and/or cold, dust, working on uneven terrain, adjacent to heavy equipment. May come in contact with hazardous materials, pesticides, chemicals (i.e., paints, cleaners, solvents, etc). May require working in the field at night. Night work requires ability to work with artificial lighting. Ability to see and maintain alertness to the environment is critical. Required to wear and utilize protective clothing (i.e., hard hat, steel-toe shoes, vests, overalls, eye/hearing protection and respirator equipment).

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE