STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineering Technician	D-11/Engineering Division/Traffic Design-Signing/Striping	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineering Technician	911-300-3175-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 direct supervision of the Branch Chief, a Senior Transportation Engineer, the Transportation Engineering Technician reviews maps, plans and exhibits for conformance with Caltrans Drafting and Computer Aided Drafting & Design (CADD) standards, prepares and draws maps, Plans, Specifications & Estimates (PS&E) plans and exhibits using CADD.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Receives engineering direction to prepare PS&E components of traffic safety items for major and minor construction projects. Items will include signing and pavement delineation plans, construction area signs and quantities. Must be able to perform a wide variety of drafting tasks including use CADD, Civil 3D, MicroStation, and other software and hardware to prepare contract plans and engineering documents. Reviews maps, plans, and exhibits for conformance with Caltrans drafting and plan standards.
20%	E	Receives engineering direction to perform field reviews. Reviews existing signing and striping conditions (sign size, type, location, legend, condition; striping type, location, and condition) and compiles data to be used to design a new project. Performs signing and striping Field Safety review to make sure that the contractors final signing and striping matches the design plans.
20%	E	Under direction of the engineer, coordinates work with other branches. Works with the Design Branch in order to accurately place the new signs, sign legend and sign type, and determine the striping needs. Coordinates with the Encroachment Permits Office to review signing and striping requests.
5%	E	Updates and maintains project files. Prepares reports and correspondence; maintains databases. Inspects compliance of plans in regards to CADD for PS&E and Authority to Advertise District Delegation (AADD) submittals of highway/bridge construction and landscape projects.
5%	M	Makes arrangements for reproductions of plans and reports. Coordinates, plans and organizes work assignments. Attends training and staff meetings.

[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

The incumbent has no direct supervision of others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

• Each project is unique and requires considerable analytical ability. Projects may involve signing, pavement delineation,

detours, and construction staging. General analysis of these and other project-related aspects is desirable.
• Must possess a wide knowledge of details including software, methods, and layouts used in the preparation of contract plans and construction drawings, mathematics, highway design practices, conventional and state-of-the-art computer applications to transportation engineering work, and technical level civil engineering skills in order to understand and apply Caltrans manuals and standards.
• Must be able to use the California Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement to determine applicable signing and striping.
• Must have the ability to make accurate mathematical calculations, demonstrate the potential to assume progressive technician journey level responsibility, organize/arrange data to produce effective work products without repetitious direction, and possess interpersonal skills necessary to be an effective team member.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in redesign of projects or contract change orders in the field with associated increased costs. The incumbent's decisions made during the project development process will have a direct impact on the quality of the final transportation facility.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required from time to time to work with others in the branch and coordinate with other branches in the district and may also be involved with technical/professional level staff members of outside agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. The office environment requires devoting lengthy periods of time reading printed documents and images presented on a computer screen as well as discerning details of maps and photographs. They may be required to move cumbersome plans and binders filled with documents from one location to another. The incumbent is responsible for adhering to the time constraints of task schedules as agreed to with the Branch Chief or lead person. The position will require field trips to project sites requiring the use of a helmet and vest. The incumbent must be able to perform duties described in this document in a safe manner that does not engender potential danger to oneself or others. Possession of a valid California driver's license is required to operate a State vehicle.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Multi-floor buildings are equipped with stairs and elevators. Employees will also periodically be required to travel and work outdoors and may be exposed to dust, noise, uneven surfaces, or temperature extremes.

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