

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION 12/Planning/Advance Planning-Project Studies	
WORKING TITLE TET	POSITION NUMBER 912-840-3175-600	EFFECTIVE DATE

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 a Senior Transportation Engineer and the technical lead of a registered Transportation Engineer(Civil) Range D, the incumbent will assist the Project Engineer on complex nonprofessional tasks involved in the development of accurate and complete Project Initiation Documents (PIDs) in accordance with the Caltrans Project Development Procedures Manual (PDPM).

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	During the initial stage of PID development process, receives and assists in analyzing the Project Initiation Package (PIP) and communicates with district to clarify ideas and concepts of the project; schedules Project Development Team (PDT) meetings and assist in preparing the materials for the PDT meeting; prepares general meeting minutes and distributes to meeting attendees; assist in field investigations, as-built research, topographical maps, permit reviews, research for feasibility studies and technical studies performed by local agencies and private consulting engineers to avoid duplications/overlapping of work. The incumbent will also be responsible in the set-up and update of projects using the Project, Resource, Schedule Management (PRSM) database.
30%	E	Assists the Project Engineer in preparing the draft PID by identifying the purpose and need, the scope of work (SOW),utilizing and applying engineering analytical ability and knowledge of local, state, and federal regulations/guidelines to ensure accuracy and completeness. Incumbent uses engineering and computer-oriented process to compile data of a wide variety of transportation engineering projects, analyzes engineering data, gathers field traffic data, assists in the preparation of plans, cost, schedule and Risk Register for all types of highway and bridge projects, prepare working plans and detailed drawings; prepares memos and correspondences to functional units.
30%	E	Circulates the draft PID requesting functional units to provide Work Breakdown Structure (WBS) resource estimate. Work with project managers for WBS Resource Table and Project Schedule. Assists in collaborating with functional units to consolidate comments on the draft PID. Compiles comments and provides recommendations to the Project Engineer.
5%	E	Circulates the final PID for signature and approval. Update PID library with approved PID, reproduction of approved PID and distributes to functional units.
5%	M	Attends training to stay current with departmental policies and transportation engineering technology, methods and policies.

¹ESSENTIAL 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 ability to read and interpret plans, specifications and other Caltrans resource materials. Must be able to organize his/her own time, analyze constantly shifting workload and able to set priorities to meet strict deadlines. Must exercise a high degree of initiative and independent thinking, follow instructions with precision and competence.

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Incumbent must be able to speak and write effectively, evaluate situations accurately and take effective action; deal tactfully with fellow employees and externals on sensitive and controversial matters; work constructively with others in a team environment.

Must be able to analyze and evaluate complex engineering situations to assist define the purpose and need and the scope for the project, obtain input from stakeholders, identify alternatives and take effective action to deliver the project. Must be able to assist in the preparation and review of engineering plans, schedules and estimates prepared by the district or other agencies. Must be able to operate computer workstations and other network related hardware to produce reports and engineering studies, produce engineering plans by use of engineering software such as Microstation and Civil 3D and various software programs such as Microsoft Office products and PRSM.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to effectively make decisions concerning work in progress and in solving problems. Mistakes could cause poor public image for the District and/or department due to lack of proper response and delay in action. Consequence of error in any aspect of the incumbent's responsibilities would have a serious effect on the department's operations and credibility.

Poor judgment and analysis could affect work activities, adversely affecting the operation and function of the Division, or could cause delays to and create poor working relations with other departmental units and/or agencies.

PUBLIC AND INTERNAL CONTACTS

Frequent contact within the district, headquarters and external partners. The employee must deal with situations in a courteous and professional manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using keyboard and video display terminal. Mental requirements include sustained mental activity for analysis and reasoning. This position may require travel to project sites; walking on uneven ground, bending, stooping, and kneeling. The incumbent must have the ability to develop and maintain cooperative working relationship.

WORK ENVIRONMENT

The incumbent will be working in a climate controlled environment with natural and artificial lighting. The incumbent may sit for long periods of time while using a keyboard and video display terminal. There are ADA compliant restrooms on the same floor as the office and cafeteria within the office complex. There are elevators that can transport the incumbent to all floors of the office complex. The workspace is equipped with a phone, computer, and access to a printer, copier and scanner. The hours of scheduled work will be at the discretion of Caltrans based on organizational needs. The incumbent may be required to attend meetings or training in other State facilities. The incumbent may be part of two or more person team to do field inspections and will be exposed to fast-moving traffic, dirt, noise, uneven surfaces and extreme hot or cold weather conditions. In such instances, appropriate safety equipment will be provided.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
