CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT

CLASSIFICATION TITLE Transportation Engineering Technician	**DISTRICT/DIVISION/OFFICE** Traffic Operations/Truck Services	
WORKING TITLE Transportation Permit Writer	**POSITION NUMBER** 913-399-3175-xxx	**EFFECTIVE** 07/02/2012

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, 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:

Under the direction of a Transportation Permits Manager (Senior Transportation Engineer), the incumbent coordinates matters pertaining to Transportation Permits. The incumbent aids the public with obtaining the permits necessary to bring an extra-legal vehicle and/or load on the state highways, and also ensures that the suggested route is suitable for the dimensions of the vehicle and/or load.

TYPICAL DUTIES:

45%(E) Analyzes Transportation Permit applications to determine if the vehicle and/or load are correctly described and that the applicant is eligible for a permit. Analyzes the ability of the hauling vehicle combination to accommodate the load, checks the allowable loading, and determines the permit weight classification. Researches proposed route to ensure that it can accommodate the extra-legal features of the load. Coordinates the routing of inter-regional moves with the other regional office and intra-regional moves with local agencies when necessary. Records the approved route and pilot car escort requirements on the permit document, provides input for database correction and update, places name or signature on the permit as authorized state representative, and distributes it to the permittee.

35%(E) Facilitates the safe movement of oversize/overweight vehicles by showing Construction/ Maintenance closures and restrictions in the Route Clearing Database (RCD), which is maintained by the Office of Truck Services. Enters weekly Road Closures from the road closure report, sent by the District Traffic manager (DTM) and Transportation Management Center (TMC), into the RCD. Communicates with Resident Engineers, Encroachment Engineers, Construction Supervisors, Maintenance Supervisors and Contractors, prior to and during construction projects. Reviews Vertical and Horizontal Clearance diagrams and generates restrictions based on the diagrams. Reviews and sets up detours for restrictions and closures, with local agencies, where a State Route is bypassed. Coordinates with CHP and local agencies for special needs of haulers. Submits to HQ Database Administrator, permanent and temporary changes to the clearances of Structures, traffic signs and new alignments of highways.

10%(E) Assists applicants and Permit Services companies in determining alternate routing or proposed routing of future moves.

5%(E) Confers with the California Highway Patrol and local law enforcement in the interpretation of the Permit Conditions, or the weight of various pieces of construction equipment.

5%(E) Greets walk-in customers and offers help to them as necessary. Occasionally, makes field trips on Permits business. Answers questions from the public regarding permit policies and other questions. Prepares reports and correspondence.

SUPERVISION EXERCISED OVER OTHERS:

None. May act as a lead person in Transportation Permits matters, and train new staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Requires a thorough knowledge of the California State highway system and general knowledge of local highway networks. Broad knowledge of heavy hauling equipment and heavy construction equipment is desirable. Must possess sufficient engineering knowledge to understand the reasoning and the need for bridge classifications, and be able to apply this knowledge to vehicle loads. Must have sufficient engineering background to effectively communicate technical problems involving the Transportation Permits Program. Must be able to use a computer and have working knowledge of Windows operating systems and various Microsoft software applications.

Ability to work cooperatively and communicate effectively (orally and in writing) with the public, customers, co-workers, etc.

Ability to analyze situations and take effective action. A considerable degree of analytical ability is required to determine safe routes for vehicles/loads and to recognize when applicants are attempting to circumvent permit requirements, and take appropriate action.

The incumbent must possess the following General Competencies:

Analytical Thinking: Approaching a problem by using a logical, systematic, sequential approach.

Communication: Listening to others and communicating in an effective manner.

Customer Focus: Identifying and responding to current and future client needs, and providing excellent service to internal and external clients.

Ethics and Personal Credibility: Upholding ethics and personal integrity, and demonstrating trustworthiness, reliability and responsibility.

Relationship Building: Maintaining, and strengthening relationships with others inside or outside of the organization who can provide information, assistance, and support.

Teamwork: Working effectively and cooperatively with other team members to achieve common goals, and complete assignments in a group setting.

CONSEQUENCE OF ERROR / RESONSIBILITY FOR DECISIONS:
Make decisions and take appropriate actions in the issuance of Transportation Permits. Responsible for determining and verifying routes for the safe movement of permit loads on State highways. Poor decisions and errors in judgment could result in injuries or fatalities to the traveling public, damage to State highway facilities, and increased costs to haulers and/or their clients.

PUBLIC AND INTERNAL CONTACTS:
This position requires constant and extensive contact with the public. The individual must maintain cooperative relationships with customers, Caltrans personnel, various law enforcement agencies, city and county transportation permits staff, etc.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:
Employees may be required to sit for long periods of time using a keyboard and video display terminal. The candidate must be open to change and new information; adapting their behavior and work methods in response to new information, changing conditions, and unexpected obstacles; and/or adjust rapidly to new situations warranting their attention and resolution.

WORK ENVIRONMENT:
While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate.

The work hours are from 8:00 am to 5:00 pm.
The incumbent will be required to work during times of "national emergencies and/or natural disaster".

Occasionally, employees may be required to travel and work outdoors and be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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 Signature Date

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

_____ _____
Supervisor Signature Date