STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE North Region Construction	
WORKING TITLE Construction Materials Tester/Inspector	POSITION NUMBER 928-502-3175-	EFFECTIVE DATE

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 as scheduled; 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 supervision of an Area Construction Engineer, a Senior Transportation Engineer or a Transportation Engineer acting in a lead capacity, the incumbent will make various technical construction inspections and field investigations of materials used in construction projects. Work involves extensive travel which may include over-night stays, should have a valid driver's license.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1] — Job Description

40% (E) Makes inspections of construction projects for enforcing compliance with plans and specifications; collects engineering data. Assists the Resident Engineer in drafting and preparing specifications, change orders, contract estimates, and other documents and reports involved in the construction of projects. Advises Resident Engineer of problems or situations on project sites.

30% (E) Will make field investigations and laboratory analysis of materials being used in construction projects; will make controlled tests and checks performance of construction materials, soils, aggregates, cement, asphalt, concrete, and other construction materials. Assists Resident Engineer in analyzing and approving materials incorporated in nonstandard major structures; assists in evaluating damage for all types of transportation facilities. Performs tests on construction materials to determine their compliance with the Standard Specifications applicable to the year the job is bid.

20% (E) Performs compliance inspections of Asphalt Concrete (AC) Plants and Portland Cement Concrete (PCC) plants during construction projects insuring compliance with plans and specifications of construction projects. Adjusts, maintains, and calibrates materials testing equipment used to determine compliance with Specifications during construction projects.

[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

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10% (E) Coordinates inspection and testing with contractor personnel; monitors contractor's operations to ensure compliance with safety orders, calculates units completed for payment. (or a couple of other examples of miscellaneous duties)

SUPERVISION EXERCISED OVER OTHERS:
Covered under General Statement

Incumbent does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:
Incumbent must be familiar with construction materials specifications, PCC and AC plants and must be proficient in California test methods. Methods of proportioning and handling Portland Cement Concrete and Asphalt Concrete, handling of asphaltic oils and emulsions, testing of materials, computer application to transportation engineering; factors which influence the impact of highways and other transportation facilities on the environment; principles and practices involved in utility relocation.

Communicate effectively orally and in writing, at a level required for successful job performance. Make accurate engineering calculations of a routine nature; understand very basic design engineering principles; ability to research and compile data and prepare calculations for a variety of routine transportation improvement projects.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:
Incumbent is responsible for determining the acceptability of materials in relation to the Specifications; errors may lead to inaccurate tests, with subsequent structural failure of roadbeds or contractor's claims due to errors in testing, which leads to rejection of satisfactory materials and work. Incumbent will be responsible to make accurate engineering calculations of a routine nature; apply sound engineering principles to various routine engineering activities; take effective action to avoid delays. Misinformation or incomplete information could result in incorrect or late payments to the Contractor.

PUBLIC AND INTERNAL CONTACTS:
Must be able to establish and maintain friendly and cooperative relations with those contacted in the course of the work, including: fellow Caltrans workers, contractors' employees, and engineering consultants, to transmit or obtain relevant engineering information. These contacts could be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:
Employee may be required to stand for large periods of time, walk on slopes or uneven terrain, move and transport bags of material samples to Materials Labs. May occasionally be required to move equipment and testing materials weighing up to 50 lbs. Night work, frequent travel and long-term assignments throughout the North Region may be required. Will take and test material samples and do other non- professional engineering work as assigned.

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When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal and would be required to work in a climate–controlled office with artificial lighting, etc. In the course of the employee's work, must maintain a cooperative working relationship within the working environment, with peers, subordinates, contractors and their employees.

WORK ENVIRONMENT:

Will be subject to noise, odors, dust, extreme weather conditions, climate-controlled environment, and artificial lighting, etc. Must work with and about a variety of materials, construction and testing equipment.

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 (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE