

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE MATERIALS & RESEARCH ENGINEERING ASSOCIATE (SPECIALIST)	DISTRICT/DIVISION/OFFICE 04 / DESIGN NORTH, ENG SERV-I	
WORKING TITLE MATERIALS & RESEARCH ENGINEERING ASSOCIATE (SPECIALIST)	POSITION NUMBER 904-241-3381-TBD	EFFECTIVE 06/01/2011

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 regularly and on time; 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:

The incumbent in this position serves under the direct supervision of a Senior Transportation Engineer. Headquarters for this position is at 15 Camino Pablo in Orinda, California.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The incumbent in this position may be called upon to perform any of the following assignments. Other duties may on occasion be asked of the incumbent.

- 40% (E) The planning and layout of various pavement testing operations including acting as lead person on these operations in the field; independently operate or oversee the operation of the drill core rig and other pavement testing equipment such as the “California Portable Skid Tester” of CTM 342; pavement coring for contract compliance testing, and pavement coring for structural section investigations; also perform field investigations for District Materials Design Engineers.
- 25% (E) Review information obtained from pavement tests and prepare the final test reports and discuss with the District Materials Engineers.
- 15% (E) Perform or oversee the calibration, maintenance and repairs of all pavement testing equipment and core rigs.
- 10% (E) Plan, schedule or oversee the execution of field testing as requested during either daytime or nighttime hours. Make “on-site” visits if necessary to safeguard against unforeseen conditions that may have a negative impact on the planned work. This work may occur, once in awhile, in Districts other than District 4.
- 10% (M) Work with Maintenance Office personnel (if necessary) to arrange for traffic control and coordinate with all field personnel engaged in the work at hand.

SUPERVISION EXERCISED OVER OTHERS:

Perform the tasks listed above under the general supervision of a Senior Transportation Engineer. This is not a supervisory position; however, it will require acting as a leadworker. The ability to work independently is a must, as close supervision is not intended.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

This position is that of a journeyman level technician and requires that the incumbent be experienced, knowledgeable and able to perform the required duties independently.

This position requires the working knowledge of pavement testing equipment. The ability to operate, maintain, calibrate and make operational repairs as needed to a pavement coring rig, skid tester and all other field test equipment. The knowledge and ability to plan and schedule work, collect data or samples and present the data in a usable format, and also to assess field conditions, properly plan and schedule work so that the work can be completed in a safe and timely manner.

A person confident and secure in their knowledge of the above listed factors, able to express their opinions and defend their position when confronted by experienced office, laboratory or field personnel; a trustworthy person able to function on their own for days at a time without direct supervision; a person who recognizes the importance of working safely adjacent to high speed traffic, construction equipment, testing equipment and power tools on both day and night jobs.

The position requires the ability to apply basic engineering mathematics. The incumbent must be able to understand and operate pavement testing equipment. The position requires that the incumbent be able to lift and carry materials weighing 50 pounds or more on occasion.

The incumbent should be proficient in the use of a personal computer for running engineering programs, spreadsheets and databases.

CONSEQUENCE OF ERRORS:

Errors, if not immediately recognized and corrected in a timely manner would result in problems ranging from an annoyance to a serious inconvenience and, in some cases, may result in project delays, costly remedial action, and /or contractor claims. Avoiding errors while operating equipment (as described above) in the field is necessary to avoid injury to self and others.

PUBLIC AND INTERNAL CONTACTS:

Incumbent must be able to communicate effectively with others such as Maintenance and Construction staff, Resident Engineers, local agencies, contractors, and Department staff. Good communication skills are essential in carrying out daily duties.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Incumbent must be able to stand long periods of time while operating coring and skid testing field equipment. He/she must be able to work in noisy and dusty field conditions and lift a minimum of 50 pounds. Must be able to organize and prioritize field work.

Must be able to develop and maintain cooperative working relationships with State personnel above and below your level. Must possess the ability to resolve emotionally charged issues reasonably and diplomatically.

WORK ENVIRONMENT:

When working in the field, incumbent will be exposed to equipment, machinery, dirt, dust, diesel fumes, heat and cold temperatures, and high decibels of noise during coring operation. This position will require working in the field at night, and most likely next to the traffic lane closures, occasional weekend work necessary for construction contract/research projects. Hard hat and safety vest must be worn at all times in the field. The headquarters facility for this position is in a warehouse like setting with artificial light. The building temperature may fluctuate due to periodic problems with heating. Incumbent may be required to stand for long periods of time during coring operations. The workload is subject to frequent and unexpected changes. Incumbent must have a valid California Drivers License.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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