

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Materials & Research Engineer Associate (Specialist)	DISTRICT/DIVISION/OFFICE North Region – Office of Construction Eureka Materials Laboratory	
WORKING TITLE Laboratory Worker	POSITION NUMBER 927-502-3381-xxx	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 general direction of the District 1 Materials Engineer in Eureka, a Senior Transportation Engineer, the incumbent performs difficult and complex laboratory physical tests of highway construction materials to determine compliance with Standard Specifications, Special Provisions, and California Test Methods.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

- 65% (E) Perform technical testing and process samples, in accordance with Standard Specifications, Special Provisions, and California Test Methods, on a wide variety of construction materials, including but not limited to, soils, aggregates, asphalt concrete, and Portland cement concrete, and water. Assist in gathering of field data and samples.
- 15% (E) Evaluate physical environmental impact assessments; check design and fabrication of construction materials. Review laboratory test results of others and perform quality checks on test results.
- 5% (E) Report results to appropriate personnel and serve as liaison to Project Development and Construction. Maintain laboratory-filing system for test results.
- 5% (E) Conduct forensic analysis on existing pavements utilizing both portable and trailer mounted coring equipment.

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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- 5% (E) Is responsible for maintaining laboratory equipment in good repair, such as proper calibrations as well as sound mechanical condition. Maintain inventory of laboratory equipment for the Materials Laboratory and order laboratory supplies.

- 5% (M) Performs other duties as required for maintaining and improving a smooth operation of laboratory facilities. These duties may include preparing reports and correspondence, and maintaining files.

SUPERVISION EXERCISED OVER OTHERS:

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: Requires knowledge of math through trigonometry. Requires a background in test methods used in highway construction and the technical aspects of materials testing procedures. Must have knowledge and understanding of the California Manual of Test Methods (AASHTO & ASTM may apply), ability to coordinate testing priorities, evaluate test results, and good communications skills in order to present results. Must become certified in California Test Methods being performed in the Laboratory.

Analytical Requirements: Basic mathematical and analytical skills are required to perform standardized materials testing procedures and check test results. Analytical ability to accurately interpret test results.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Responsible for the accuracy and completeness of sample preparation and physical tests performed. Inaccurate test results can have serious financial and credibility consequences for Caltrans. Errors made in the performance of duties could result in additional costs and/or delays due to non-specification materials being accepted for use.

Safe work practices must be followed at all times for accident/injury prevention.

PUBLIC AND INTERNAL CONTACTS:

Day to day contacts with construction personnel when receiving samples. Contact with contractors and the public would only be incidental. Must have the ability to coordinate work with other lab personnel in an efficient and professional manner, and to be an effective team member.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical Requirements: Must be able to stand long periods of time operating various types of laboratory equipment. Will be required to carry boxed/bagged sample materials weighing up to 50

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lbs. into and through out the Materials Laboratory. Incumbent must be able to work in noisy and dusty conditions.

Emotional Requirements: **Must** be able to develop and maintain cooperative working relationships. Incumbent will work as a member of a team.

WORK ENVIRONMENT:

While in the office, employees will work in a climate-controlled office under artificial lighting. When working in the lab area or outdoors, employee may be exposed to dirt, dust, fumes, noise, uneven surfaces, and/or extreme heat or cold.

I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

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
Michael R. Stapleton	
SUPERVISOR (Signature)	DATE

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