

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Mechanical Engineering Technician III	OFFICE/BRANCH/SECTION Quality Assurance & Fleet Mgmt/Quality Assurance/3240	
WORKING TITLE Equipment Inspector	POSITION NUMBER 932-001-3593-	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 general direction of a Senior Equipment Engineer, the incumbent assists in the daily operations of the Quality Assurance Branch. The typical duties will be to perform independent inspections of new highway maintenance equipment and vehicles purchased by Caltrans for the Quality Assurance Branch. In this capacity, the incumbent will inspect and test equipment to assure compliance with equipment purchasing specifications and drawings and operational functionality. The incumbent will review and evaluate contract specifications and designs, as well as purchase order documents, to provide process support to the other inspectors, and to make continuous improvement recommendations. The incumbent will do specific analytical work as assigned to assure compliance with equipment purchasing specifications and drawings and operational functionality. This position requires extensive travel within the state, with occasional out of state travel. May act for the Senior Engineer in his /her absence.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35%	E	Works in various locations independently inspecting equipment, including functional operational tests when appropriate. In performing the inspection, employee works closely with manufacturers/ vendors of the equipment to resolve contract compliance verification questions. He/she must physically inspect to all pertinent engineering requirements of the specification. Applies knowledge of laws and regulations as they relate to highway maintenance equipment and vehicles, while complying with all departmental safety policies and procedures. Incumbent writes detailed inspection reports and communicates to the manufacturer/vendor in areas that equipment/vehicles do not comply with specification or drawings.
30%	E	Responsible for the review of all pertinent engineering, and procedural requirements of the specifications, the design drawings, and the purchase documents to ensure the congruency, completeness and accuracy of what is provided, and assists the other Quality Assurance Inspectors in reviewing their work. Incumbent writes detailed recommendations or reports documenting any noncompliance issues for the Supplier and Division of Equipment (DOE) engineering staff for resolution. Communicates to the DOE Specifications or Design Engineers, Equipment Acquisition/ Purchasing Managers, or functional managers in the areas that equipment specifications or purchase contracts do not comply with established purchasing procedures or departmental policies. Researches new laws/regulations related to equipment and vehicles to ensure DOE is following mandates and contractual language. Makes recommendations to bring specifications, drawings or purchase documents into a cohesive contract. Tracks each aspect or recommendation in subsequent purchase cycles to ensure the purchase contract and documents are ready for the other Quality Assurance Inspector's field inspections. Maintains records and files of all Purchase Estimate (PE) / Purchase Order files. Ensures orderly and timely transition of inspection findings to PE files after contract compliance has been acknowledged.
25%	E	Attends design review, pre-bid ad post award meetings on site, to ensure interests of the Quality Assurance Branch are represented. Acts as a preemptive problem solver for Quality Assurance, with respect to specifications, drawings, processes, and purchase documents by actively participating in the Design review process. Performs technical tests and writes performance test results on various kinds of equipment, e.g., snow blowers, street sweepers, tractor mowers, and other highway maintenance equipment. May be lead in performance testing. Ensures maintenance, security, and readiness of necessary test equipment.

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05% M Uses electronic databases, spreadsheets and email to provide documentation regarding inspection reports and related resolution emails, or documents provided by Supplier. Communicates with Suppliers, Specification Engineers and other related branches of the Division in relation to quality assurance issues such as those discrepancies noted on the inspection reports.

05% E Does personal time and record keeping, attends safety meetings and performs miscellaneous research as directed.

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.

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

May perform supervision of a student assistant, an MET II or MET I, or give general direction to others during contract performance testing.

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Basic knowledge of all aspects of highway maintenance equipment/vehicles in relation to mechanical, electrical, welding and hydraulic performance. Required to analyze equipment functions, as they are required in the specifications and drawings.

Ability to: lift and carry 100 lbs. with proper equipment or assistance; travel by various methods including air, common carrier, or vehicle; crawl under, and climb over any DOE equipment; sit at a desk and operate office machines for extended periods; read and analyze drawings, and identify discrepancies; do simple to complex engineering calculations; verify as-built plans or narrative descriptions from a specification contract; correlate designs, drawings and data with physical conditions and to report any discrepancies; inspect complex mechanical systems to verify contractual compliance; act in a lead capacity when assigned by the Senior Engineer; communicate verbally and create good working relationships with Caltrans employees and contacts in the private sector; write reports, with clarity and sufficient detail, so as to effectively communicate problems.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inspection of highway maintenance equipment and vehicles has a critical impact on safety, cost, and legal aspects to Caltrans. An error in judgement by the personnel in this position could result in significant costs to the State through liability, repairs or corrections of non-compliant items. Nonconforming safety issues could also result in injury or death to personnel or the traveling public.

### PUBLIC AND INTERNAL CONTACTS

Contacts with Caltrans employees, private sector and public agencies, and various small business enterprises are required in the performance of the duties of this position. The employee is a representative of the State of California, and the Division of Equipment, and as such must conduct himself/herself in a professional manner and appearance at all times.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may climb into and under trucks and equipment, will work at a computer keyboard, drive a passenger vehicle, and can work infrequently in snow and ice conditions, or open parking lots in hot summer conditions. The employee will be required to learn and apply mobile equipment technologies as they develop, and then instruct or inform others in their respective application.

Employee will explain to Equipment Specification or Design Engineers and Equipment Acquisition / Purchasing Managers the area where their product does not allow for the successful consummation of the contract process. Employee will work with the Specification writer or Design Engineer to insure there is a documented improvement critique or report for each specification. Employee may have to constructively react to the emotions of others when his/her product is found incomplete or incongruent, and negotiate correction of the errors or oversight, generally with the concurrence and direction of the Division Specification Engineer, Design Engineer, or the Equipment Acquisition/ Purchasing Manager.

### WORK ENVIRONMENT

While completing his/her duties, during any given day, the employee may be working outdoors up to 100% of the time.

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The employee may be in an air-conditioned vehicle up to 75% of the time or working in a climate controlled office at a desk up to 100% of the time.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE