

POST & BID POSITION ANNOUNCEMENT
Bargaining Units 1, 4 and 11

1. Reference #: 32-6-064 2. Position Number: 932-001-3593-xxx 3. Date of Posting:
09/18/2015
4. Classification: Mechanical Engineering Technician III 5. Salary Range: \$4502- \$5633
6. Pay Differentials That Apply To Position: Commercial Driver's License
7. Working Hours Of Position: 9/80 Friday (B); 0630 am to 1600 pm
8. District/Division: 32/ Equipment Section: Quality Assurance Geographic Location: Sacramento
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) *Determination for relocation will be made by Hiring Supervisor.*

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

Not applicable

B. Technical & Professional Skills & Abilities:

- perform independent inspections of new highway maintenance equipment and vehicles.
- review and evaluate contract specifications, drawings and designs, as well as purchase order documents.
- perform analytical work.
- know how find, review, and interpret State and Federal laws and regulations, departmental safety policies and procedures as they relate to highway maintenance equipment and vehicles.
- research new laws/regulations related to equipment and vehicles.
- write detailed inspection reports.
- be a problem solver.
- perform technical performance tests.
- use electronic databases, spreadsheets and Microsoft products.
- communicate orally and verbally and create good working relationships with Caltrans employees and contacts in the private sector.
- operational, mechanical, electrical, welding and hydraulic repair and maintenance of highway maintenance equipment and vehicles.
- conduct himself/herself in a professional manner and appearance at all times

C. License and/or Certification Requirements:

- Valid Class C Driver's License

D. Physical Abilities to Perform Essential Functions:

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; inspect complex mechanical systems to verify contractual compliance. May work in inclement weather, including extreme heat or cold.

E. Other Departmental Requirements: Follow all Department policies and directives

F. Duty Statement/Description of Duties: See attached

10. Final Date and Time for Receiving Bid: 10/02/2015

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Dina Coloma
Address: PO Box 160048, MS 3, Sacramento, CA 95816
Telephone Number: (916) 227-0975
FAX Number: (916) 227-9711
E-mail Address: Dina.Coloma@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: _____ To: _____
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): Within 3 weeks of the accepted job offer _____
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)