

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

1. Reference #: 08-6-472
2. Position Number: 908-500-3381-xxx
3. Date of Posting: 03/22/2016
4. Classification: Materials and Research Engineering Associate (Specialist)
5. Salary Range: \$5185 – \$6490
6. Pay Differentials That Apply To Position: None
7. Working Hours Of Position: 7:00 a.m. – 3:30 p.m. Monday through Friday (may vary due to operational needs)
8. District/Division: 08/Construction Section: Independent Assurance Lab – Southern Regional Lab – Fontana  
Geographic Location: Riverside and San Bernardino Counties – may work out of labs located in Orange and Los Angeles Counties as needed

If selected and the position requires relocation, the Department will not provide relocation assistance.

9. A. Minimum Qualifications per the Classification Specification:  
<http://www.calhr.ca.gov/state-hr-professionals/pages/3381.aspx>
- B. Technical & Professional Skills & Abilities: Knowledge of methods, materials, tools, and equipment used in inspecting and testing a wide variety of construction and other materials; physical environmental impact assessment evaluations and mitigation processes; physical properties and uses of engineering construction materials; fabrication of construction materials. Ability to communicate effectively at a level required for successful job performance; test the quality and suitability of engineering construction and other materials; do research work on engineering construction and other materials; evaluate physical environmental impact assessments and mitigations; analyze situations accurately and take effective action; prepare reports and dictate correspondence.
- C. License and/or Certification Requirements: valid class C driver's license is desirable
- D. Physical Abilities to Perform Essential Functions: Refer to the Physical, Mental, and Emotional Requirements on Duty Statement. Ability to lift 60 to 80 pounds on a regular basis. Ability to travel throughout San Bernardino and Riverside Counties and work nights and weekends as needed.
- E. Other Departmental Requirements: Refer to Work Environment on Duty Statement.
- F. Duty Statement/Description of Duties: Typical tasks: Qualifies Caltrans and consultant construction samplers and testers in various California Test Methods (CTM). Administers written examinations and performs witness tests in the field by observing the sampler/tester demonstrate the proper sampling and testing procedures. Reviews the calibration of equipment used by the sampler/tester. Checks all calculations required by the CTM. Completes required documentation and issues a Certificate of Proficiency to those passing the exam. Qualifies Caltrans, consultant, and local agency laboratories performing materials testing on Caltrans and National Highway System construction projects as directed by the Federal Highway Administration's Federal-Aid Policy Guide. Inspects laboratory facilities for compliance with the Independent Assurance Program Manual (IAPM). Issues a Caltrans Qualified Laboratory Inspection Report to those passing. Trains Caltrans construction personnel who perform materials sampling and testing in various CTMs. Maintains District database of qualified testers and laboratories. Arranges for and prepares material samples from local materials suppliers to be used in corroboration testing of all qualified testers as required in the IAPM. Performs other Materials and Research Engineering Associate (Specialist) duties.

10. Final Date and Time for Receiving Bid: 04/05/2016

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

12. Submit Bid to: Kerri Culpepper  
Address: 464 West 4<sup>th</sup> Street, MS 1104, San Bernardino, CA 92401  
Telephone: (909) 829-3335 Fax: (909) 829-3349  
E-mail Address: [kerri.culpepper@dot.ca.gov](mailto:kerri.culpepper@dot.ca.gov)

13. Window period employee must be available for contact (BU 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.

14. Expected Reporting Date to Position (BU 11 only): within two weeks of notification of winning bid

15. If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.