

**DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
MATERIALS ENGINEERING AND TESTING SERVICES
AND GEOTECHNICAL SERVICES
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Transportation Engineering Technician	DES-METS/GS, Office of Geotechnical Design South 1 - Los Angeles	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TET	559-324-3175-002	November 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

Under the direction of a Senior Transportation Engineer, the Transportation Engineering Technician (TET) will perform geotechnical field work which includes assisting geologists and engineers with bore hole logging and field work, installation and monitoring of geotechnical instrumentation, and rock climbing and field mapping. The incumbent will be trained for rock climbing and other geotechnical field work data gathering, and must work either as part of a team or independently as necessary to conduct various field work. In addition, the incumbent will install, monitor and maintain various geotechnical instrumentation, analyze data, prepare reports and maintain a geotechnical database.

TYPICAL DUTIES

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

- 40% (E) Conducts or participates in geotechnical field explorations, which includes assisting engineers with obtaining necessary permits and logging bore holes and field and laboratory testing. Plans, installs, and assists Geotechnical Support with monitoring of instrumentation. Prepares field boring notes, field classification of earth materials, and assists with the evaluation of soil and rock engineering characteristics.
- 40% (E) Assists field engineers in their mapping and assessment of sites. This will require the occasional climbing of rock slopes using climbing gear. Maintains a database of geotechnical data and monitors results. Also, may work with maintenance crews in the region, as well as other Districts, in assisting rock scaling teams.

20% (E) Collects field data and prepare reports on the results of field data and monitoring. Assist various staff on preparing geotechnical reports pertaining to the fieldwork. Incumbent may be asked to perform other duties expected of a TET.

SUPERVISION EXERCISED OVER OTHERS

Position has no supervisory responsibility, however, may act as lead worker to a student assistant and/or volunteer.

KNOWLEDGE AND ABILITIES REQUIRED

- Knowledge of, or ability to learn, the use of computers.
- Knowledge of, or the ability to learn, aspects of structure foundation; geotechnical instrumentation and test equipment; field instrumentation procedures; data acquisition devices; and in-situ testing.
- Ability to travel to and work at active sites throughout California.
- Ability to safely lift heavy objects.
- Ability to work from heights and use rock climbing equipment.
- Ability to independently apply sound judgment in field situations and to analyze factors capable of affecting field safety and data acquisition is required.
- Ability to effectively communicate both verbally and in writing.
- Ability to deal tactfully with individuals and groups from the Department, contractors, governmental agencies, and private consulting firms.
- Employee must have the ability to establish and maintain good and professional working relationships with other Department units, industry and the contractor on Department projects. Employee must be familiar and able to follow the Department policies and procedures.
- The incumbent must possess excellent field working skills and should be able to comprehend and analyze field situations and drilling issues to be able to recognize deficiencies as they arise and redirect efforts to make sure useful information is gathered. The incumbent must recognize potential instrumentation problems and reliably assess their probable effects on the test program as it is being installed or monitored.

- Most fieldwork will be conducted away from the home office and in construction work zones. As such, extensive travel throughout the state (often overnight and for consecutive days) is required.

RESPONSIBILITY FOR DECISIONS, ACTIONS, AND CONSEQUENCES

This position requires effective and timely response in all aspects of testing. Errors or delays in response to requests could result in construction contract delays and failure to correctly acquire or interpret data, and could result in inadequate design recommendations, construction difficulties, substandard performance of structures, and the potential loss of Federal funds.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact other Caltrans personnel, contractors and industry representatives concerning geotechnical fieldwork, rock climbing, drilling, testing and instrumentation. This contact will be verbal or written, as needed to perform assignments.

As a representative of the Department and the State of California, the incumbent is expected to maintain fair, impartial and effective relationship with clients, and conduct himself or herself in a professional and courteous manner at all times.

WORK ENVIRONMENT

While in the field conducting tests the incumbent will often be on active highway construction sites and will be exposed to conditions typical of those sites (dust, noise, extreme weather). While at their base of operation the incumbent will work in an office setting.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Incumbent will be required to travel to and work in active field construction sites, walk across uneven terrain, climb into and out of excavation that may be located on steep slopes. Incumbent may be required to move test equipment and test materials that may require lifting up to 60 lbs. This can be strenuous work as test equipment can be heavy and awkward to carry. Conducting tests may require the incumbent to stand for long periods of time.

The incumbent will be responsible to ensure that assigned tasks are carried out in a professional, safe, and exacting manner and in accordance with existing policy, specifications, rules, workplans and guidelines.

Employee will be required to develop and maintain cooperative working relationship and respond appropriately to difficult situations. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce. The

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Incumbent:

Effective Date:

incumbent considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.

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

Employee Name (please print)

Employee Signature

Date

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

Supervisor Name (please print)

Supervisor signature

Date