

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE District 1 – Permits Office	
WORKING TITLE Encroachment Permit Inspector – South Region	POSITION NUMBER 901-350-3175-	EFFECTIVE May 2011

As a valued member of the Caltrans team, you make it possible for the Department to improve 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 direction of a Senior Transportation Engineer, the incumbent will function as an Encroachment Permit Inspector. Incumbent is responsible for non-professional engineering review, evaluation and issuance of encroachment permits, and for work done under the encroachment permit. This position will require travel to field locations. Required to perform all tasks relative to encroachment permits commensurate to the TET classification.

TYPICAL DUTIES:

PERCENTAGE

JOB DESCRIPTION

Essential (E)/Marginal (M)

- 55% (E) Review permit applications including design plans and submittals for correctness and compliance with standards and policies. Make determination if documents need to be submitted to necessary functional units for their review. Inspect proposed, existing and completed work done under encroachment permit to ensure compliance with permit provisions. Investigate and take appropriate action on all unauthorized construction, maintenance or removal work done within the State Highway right-of-way.
- 20% (E) Confer with permit applicants, utility companies and public agencies and business interests relative to work proposed and/or authorized under permits. Provide direction as it relates to District standards, policies and State law. Communication may be by telephone, email, or written correspondence.
- 15% (E) Review Storm Water Pollution Prevention Plans (SWPPP); inspect SWPPP projects, and track critical compliance milestones on such projects. Will work closely with Region Area Superintendents and Maintenance Supervisors. At times may be required to work in other areas within District 1.
- 10% (M) Provide permit type support to Maintenance activities and projects.

SUPERVISION EXERCISED OVER OTHERS

None. May act as leadworker to Student Assistants.

KNOWLEDGE AND ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledgeable in encroachment permit requirements including the use of Transportation and Encroachment Permit Manuals, California Vehicle Code, Standard Plans, Maintenance Manual, Design Manual, California Manual on Uniform Traffic Control Devices, and Standard Specifications.

Must have the ability to read and understand plans and other highway engineering drawings as they relate to permit work. Must be customer service oriented, computer literate, and possess effective written and verbal communication skills.

Ability to review permit applications for correctness, completeness, and compliance with applicable policies and laws. Ability to work independently and make decisions with little direct supervision.

Some knowledge of State and Federal guidelines for storm water pollution prevention activities on construction sites.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors and/or omissions in encroachment permits can adversely affect the safety of the traveling public and the operation of the State highway and open the State to tort claims.

PUBLIC AND INTERNAL CONTACTS

Contact with contractors, adjoining property owners, trucking firms, small and large business representatives, etc., when answering questions, establishing right of way lines, processing permit application, and administering the permits.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for extended periods operating a personal computer and perform outdoor fieldwork that may require walking on steep slopes. It is important that employee works with others in a cooperative manner. May be subject to and have the ability to handle irate public in a calm manner. Must deal with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting while at his/her base of operation. The incumbent will also be required to travel and work outdoors where exposure to noise, uneven terrain, precipitation and extremes of weather will occur. Work assignments will occasionally require overtime.

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