

INSTRUCTIONAL FORM

Attachment B

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

1. Reference #: **02-1-176** 2. Position Number: 902-367-3175-XXX 3. Date of Posting: **April 15, 2011**
4. Classification: Transportation Engineering Technician 5. Salary Range: \$3262 - \$4766
6. Pay Differentials That Apply To Position: May Apply
7. Working Hours Of Position: Summer time: 7:30 a.m. to 4:15 p.m. (Hours may vary)
8. District/Division: 02/Maintenance & Ops Section: Traffic Management Geographic Location: Redding
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

8. **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):
- B. Technical & Professional Skills & Abilities: Knowledge of: the principles and practices of traffic engineering and the dynamics of moving vehicles; engineering and highway design principles including interpretation of plans and specifications; computers and their use, including Microsoft Word, Access, Excel, and other Windows, DOS, and mainframe based programs; proper operation of 2-way radio systems and communication procedures & practices. Ability to: communicate effectively, orally and written; to prepare and edit technical documents, reports, and correspondence; perform basic engineering calculations.
- C. License and/or Certification Requirements: Class C California Driver's License required. Obtain certification as a hazardous materials first responder (annual training provided through Caltrans training class) is desirable.
- D. Physical Abilities to Perform Essential Functions: Ability to lift and move up to 20 pounds and sit for long periods of time. Ability to walk on uneven ground, bending and stooping, and driving for long periods of time.
- D. Other Departmental Requirements: A thorough background investigation will be conducted and shall include a check of Department of Motor Vehicles' records, a search of local, state, and national criminal history files to disclose any criminal record. Persons unsuccessful in the investigation cannot be appointed to this position.
- E. Duty Statement/Description of Duties:

10. Final Date and Time for Receiving Bid: **April 29, 2011 by 5PM, COB**

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

11. Submit Bid to:

Name: Department of Transportation Attn: Clint Burkenpas
Address: P.O. 496073, Redding, CA 96049-6073
Telephone Number: 530-225-3245
FAX Number: 530-225-4091
E-mail Address: Clint_Burkenpas@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**): **May 16, 2011**
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)