

# INSTRUCTIONAL FORM

Attachment B

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

1. Reference #: 02-3-160 2. Position Number: 902-800-3175-015 3. Date of Posting: March 6, 2013
4. Classification: Transportation Engineering Technician 5. Salary Range: \$3262 - \$4766
6. Pay Differentials That Apply To Position: May Apply
7. Working Hours Of Position: 7:30 AM to 11:30 AM and 12:15 PM to 4:15 PM
8. District/Division: 02/Planning & Local Assistance Section: Advance Planning Geographic Location: Redding  
(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):

<http://www.dpa.ca.gov/textdocs/specs/s3/s3175.txt>

B. Technical & Professional Skills & Abilities:

Ability to:

- Assist in preparing complete project plans, estimates, reports, design, and specification for all types of highway and bridge projects.
- Use CADD (Computer Aided Drafting and Design) computer applications such as (CAiCE, Microstation, Civil3D, etc.) to do transportation engineering technician work.
- Develop Triangular Irregular Networks (TINs), possibly 3-D models, import and manipulate aerial photographs, and produce demonstration displays for reports and public meetings
- Assist in field surveys and investigations, including: using surveying instruments and methods, and photographing.
- Review plans and estimates for completeness and accuracy.
- Plan, organize and schedule work to accomplish the District Advance Planning Program mission, goals and objectives.
- Use own initiative to take the appropriate action as dictated by schedule or receipt of information.
- Read and interpret documents such as Department Directives, policies, procedure manuals and statutes.
- Communicate well within the division, other district divisions, and headquarters and occasionally with local and other State agencies on transportation projects. Contact can be by telephone, electronic mail, written correspondence, facsimile, and in person.

C. License and/or Certification Requirements:

CA Driver's License in good standing

D. Physical Abilities to Perform Essential Functions:

Field surveying in rugged terrain, and sometimes in close proximity to vehicular traffic.

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Employee may also be required to travel. Fieldwork may include climbing embankments, crossing creeks, and working close to vehicular traffic. Outside temperatures may range from 0 degrees to 115 degrees Fahrenheit

While at their base of operation, employees will normally work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

E. Other Departmental Requirements:

For each given assignment, the employee is responsible for the timely initiation and prosecution of:

- Requests for information and services of others.
- Project development.

The employee is required to coordinate project and report needs with District 2 personnel, North Region personnel and their functional units, as well as other districts, HQ units and government agencies (Federal, State, local).

F. Duty Statement/Description of Duties:

10. Final Date and Time for Receiving Bid: March 20, 2013 by 5PM, COB

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

11. Submit Bid to:

Name: *Mark Miller*  
Address: *1657 Riverside Drive, Redding CA 96001*  
Telephone Number: *530-225-3094*  
FAX Number: *530-225-3578*  
E-mail Address: *mark\_miller@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**): no later than April 8, 2013  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)