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

1. Reference #: **02-7-072** 2. Position Number: **902-800-3175-003** 3. Date of Posting: _____

4. Classification: **Transportation Engineering Technician** 5. Salary Range: **$3,410 - $5,132**

6. Pay Differentials That Apply To Position: **May Apply**

7. Working Hours Of Position: _____

8. District/Division: **Dist 2/Planning** 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.calhr.ca.gov/state-hr-professionals/Pages/3175.aspx

B. Technical & Professional Skills & Abilities:
Knowledge of: CADD applications such as CAICE, Microstation, GIS, DHIPP, Photolog, Raster Image Management, IPLOT, and other typical software applications. Incumbent must also have experience with the Highway Design Manual and the Caltrans Plans Preparation Manual, and knowledge of word processing and spreadsheet software.

Ability to: prepare plans and estimate for construction or maintenance of transportation facilities; make accurate, neat, and concise engineering calculations, documents, and correspondence; use word processing and spreadsheet software, make nonprofessional engineering decisions; perform drafting and mapping. Work with others cooperatively in a project team relationship; communicate effectively, both written and oral, with supervisors, fellow workers, and others. Must have the ability to incorporate new procedures or techniques and be able to receive instruction from the transportation engineer supervisor, lead worker, or designer on a continuous basis.

Analytical Requirements: must be capable of understanding transportation-engineering problems; must have a solid understanding of Geometry and Trigonometry; must understand traverse computations be conventional calculations and by computer applications. Must be able to obtain and analyze information from field survey notes and computer aided design programs; using and processing this information into earthwork quantities. Must know how contract item quantities are computed, and know the method of payment. Must be familiar with safe field review practices.

C. License and/or Certification Requirements:
N/A

D. Physical Abilities to Perform Essential Functions:
Employees will be required to sit for long periods of time using a keyboard and video display terminal. Employee must be congenial and tactful when dealing with others while effectively and cooperatively accomplishing tasks. Frequent telephone interaction is common and necessary. Employees will also work under field conditions, which will entail walking on uneven terrain under variable weather conditions.

E. Other Departmental Requirements:
While working in the Office of Advance Planning, the incumbent will work in a climate-controlled office under artificial lighting. There will be periodic field trips to project sites, travel to meet with agencies, the public, and for training classes.

During the construction season, the individual may be loaned to construction to work as a construction inspector or materials tester, or in surveys. Incumbent may be required to live away from their permanent residence during the workweek while on rotation to Construction.

When working outdoors, incumbent maybe exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. During field work, use of heavy duty clothes and boots is required. Periodic overtime work and out of town overnight travel may be required. Travel may require the use of State supplied vehicles that very in size.

F. Duty Statement/Description of Duties: See Duty Statement

10. Final Date and Time for Receiving Bid: _____

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

11. Submit Bid to:
Name: ***Wendy Hullinger***
Address: ***1657 Riverside Drive, Redding, CA 96001***
Telephone Number: ***530-225-3010***
FAX Number: ***530-225-3175***
E-mail Address: ***wendy.hullinger@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**): ***Within two weeks of job offer***
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)

Revised 1/10/05