CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE Transportation Engineering Technician	**DISTRICT/DIVISION/OFFICE** 04 / Right of Way Surveys/ Field Offices	
WORKING TITLE Transportation Engineering Technician, Field Office	**POSITION NUMBER**	**EFFECTIVE DATE**

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:

The Transportation Engineer Technician works under the direct supervision of a Transportation Surveyor, Party Chief. Incumbent may work under the direction of a lead worker, Transportation Surveyor or Transportation Engineer, as a member of a field survey crew. Incumbent should have some experience and knowledge of all activities required of a survey crew.

TYPICAL DUTIES:

Percentage Essential (E) Marginal (M)	Job Description
50% (E)	Act as a laborer on a survey crew which includes use of a sledge hammer while pounding survey markers to grade.
20% (E)	Perform non-technical survey functions as assigned , such as cleaning equipment, and clearing and cutting brush while using either an axe, brush hook or machete.
10% (E)	Act as survey note keeper compiling data collected during survey field operations.
10% (E)	Operate surveying instruments such as a total instrument, theodolite and level.
05% (M)	Makes survey calculations involving the use of algebra, geometry and trigonometry.
05% (M)	Act as a flag person providing traffic control on highways.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise other employees, but may be requested to act as a lead worker.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of basic field surveying skills in order to perform assignments.

Ability to operate most surveying instruments in order to take clear and accurate notes, and to operate all types of vehicles used by survey crews. Individual may be required to perform any of the following:

1. Carry loads up to 50 lbs. unassisted, over difficult terrain transporting equipment and materials with no vehicle access.

2. Wield a 10 lbs. sledgehammer for extended periods in hot temperatures.

3. Handle brush-clearing tools in areas heavily vegetated with poison oak to provide access and line of sight for a survey crew.

The incumbent should be able to identify survey requirements and be in a position to help the survey crew in obtaining the required data. The incumbent should be able to reduce field data to useable form, which will require some analysis to resolve conflicts and the ability to identify potential problems.

CONSEQUENCE OF ERROR / RESPONSIBILITY FOR DECISIONS

Errors in regular field survey work may lead to encroachments and/or defects in the State's title, exposing the State to various liability claims, construction delays and greatly increasing costs to the State. Errors in judgement may impact the safety of workers and the traveling public.

PUBLIC AND INTERNAL CONTACTS

May make public contacts associated with survey duties.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent must be able to develop and maintain cooperative working relations.

WORK ENVIRONMENT

The incumbent may be exposed to adverse conditions that may include, but are not limited to extreme weather conditions; rough terrain, great heights; poison oak; insect bites and/or bee stings; loud noises, dust, and chemicals.

Overtime may be required and vacations may be restricted during periods of heavy workload.

May be required to travel for short periods of time, however, travel in this district is not very frequent.

Rotational assignments may also be required in the District Office in Oakland and other Surveys Field Offices.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE _____ DATE _____

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

SUPERVISOR _____ DATE _____