

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineering Technician	Central Region Construction 501, District #	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Assistant Resident Engineering Technician - Inspector	xxx-501-3175	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of the Area Construction Senior Transportation Engineer and with direction from the lead Resident Engineer, incumbent performs various technical field and office tasks of average difficulty relating to transportation construction.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Collects engineering data, samples construction materials and performs materials testing per standard procedures and coordinates with contractor's personnel on various construction projects.
30%	E	Performs general construction office duties relating to administration of construction contracts including quantity calculations, processing contract change orders, preparing estimates for monthly progress payments, etc. Assists the Resident Engineer in drafting change orders, contract estimates, and other documents and reports involved in construction projects.
30%	E	Makes construction projects inspections to ensure compliance with plans and specifications. Inspects construction related work as to the quantity, quality, and methodology. Advises Resident Engineer of problems or situations on project sites. Records Manpower and equipment usage along with pertinent details. Prepares documentation of the work performed. Prepares daily reports. Performs inspection of finished products and calculation of units completed for payment and monitors Contractor's operations to ensure compliance with safety orders.
10%	M	Performs asphalt concrete and portland cement concrete plant inspections.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May serve as a lead for functional guidance in training and assisting less experienced employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of methods, materials, tools, manuals, and equipment used in highway and bridge construction and maintenance work; methods of proportioning and handling portland cement concrete and bituminous surfacing materials and the handling of asphaltic oils and emulsions; highway grading, construction and maintenance; conventional state-of-the-art computer applications to transportation engineering work.

Must have the ability to make accurate mathematical calculations; make sound decisions in the implementation of contract plans, specifications and various engineering activities; evaluate work methods and traffic conditions closely,

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both before and during the work, to assure safety; analyze situations regarding operational features and design concepts; demonstrate the potential to assume progressive technician journey level responsibility; organize/arrange data to produce effective work products without repetitious direction; and possess interpersonal skills necessary to be an effective team member.

Ability to: read and write English at a level required for successful job performance; inspect construction work and enforce compliance with plans and specifications; analyze situations accurately and take effective action; prepare reports.

Computer experience preferred.

Must have the ability to evaluate work methods and traffic conditions closely, both before and during the work, to assure safety.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and failure to incorporate appropriate standards, requirements and policies into work product may result in expensive waste of time and materials, cause additional work and project delays, and could result in excessive construction contract claims.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to communicate effectively with others including Department staff, technical/professional level staff of outside agencies, contractor's personnel and members of the public regarding construction projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work outdoors in cold and hot weather. Must possess the ability to work on uneven ground, climb, lift, carry, bend, squat, kneel, crouch, reach, pull, push, grasp, sit, stoop, crawl, and repetitive use of extremities. Must possess the ability to transport variety of objects that are less or equal to 40 pounds. Ability to work indoors under artificial light.

The workload is subject to frequent, substantial, and unexpected changes. Ability to travel. Overtime and/or flexible hours may be required. Must be able to organize and prioritize. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete task or projects with short notice. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Positive attitude is important.

WORK ENVIRONMENT

Job will have exposure to lab work, night work, fog, field work, earthwork, paving operations, weather conditions, equipment, machinery, lab conditions, heat, cold, dust, gas, fumes, outdoor conditions, indoor conditions, humidity, and high decibels of noise. Hard hat and safety vest or approved safety shirt must be worn at all times in the field, no exceptions. While at the Construction office employees will normally work in a climate-controlled office under artificial light. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to participate in the rotation program. Workload may subject employee to frequent night work, changes of shift, frequent changes of work hours and workdays, and geographic transfer. Travel is required. A valid California driver's license is required. Vacations may be restricted during peak times. Overtime may be required.

It is highly likely, that incumbent, will go on loan to another functional unit during the winter months or when workload needs are below staffing level. The loan assignments are normally somewhere in Central Region (District 5,6,9,10) but there may be assignments outside of the Central Region to meet workload needs.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable

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accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE