

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
TRANSPORTATION ENGINEERING TECHNICIAN	08/CONSTRUCTION-SOUTHERN REGIONAL LAB	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
LAB SUPPORT	908-500-3175	

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 a Senior Transportation Engineer, Supervisor, and lead of a Transportation Engineer Civil (TE Civil) /Materials & Research Engineering Associate the TET will perform testing on soils, aggregates, and asphalt and concrete samples at the Southern Regional Laboratory (SRL), and remote laboratories and other related work. Possession of a valid driver's license is desired.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
55%	E	Makes inspections in enforcing compliance with plans and specifications on all phases of highway or bridge construction projects such as earthwork operations, placing of base materials, paving with asphalt or concrete materials, materials control at asphalt or concrete batch plants, culvert construction, performs field or laboratory physical tests of highway construction and other materials; assists with physical testing of soils, aggregates, and asphalt concrete, Portland cement concrete and base materials.
		The tests include all California Test Methods, American Standard Test Method (ASTM), American Association of State Highway and Transportation Officials and Uniform Building Code test methods necessary to perform mix design for asphalt concrete pavement and Portland cement concrete.
20%	E	Assist with performing calibration of testing equipment used at the laboratory. Notifies supervisor of nonperforming equipment, makes contact for repairs/ maintenance as necessary.
20%	E	Gathers data, prepares reports, charts and graphics. Assist with monitoring inventory of materials and equipment at the laboratory. Notifies supervisors of low quantities, assist with procurement of supplies.
5%	M	Perform special assignments and perform other duties appropriate for a Transportation Engineering Technician.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various laboratory tests methods in strict accordance with detailed procedures. The work involved is of a highly technical nature and requires the ability to follow procedures and perform them repeatedly with precision and accuracy. Employee must have the ability to become certified in the various test procedures. Employee must be able to utilize mathematics to make calculations using percentages or ratios and plot data to evaluate test results.

Must have the ability to perform various testing methods with accuracy and timeliness; communicate effectively both orally and in writing with internal and external customers, contacts, and must recognize the importance of working as a team; make accurate engineering calculations; inspect construction work and enforce compliance with plans and specifications; analyze situations accurately and take effective action. Must have command of basic computer

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applications such as Lotus Notes, Microsoft, Excel, FileMaker Pro, Microsoft Word and Caltrans custom-made applications.

Employee must be familiar and able to follow the Department policies and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to effectively follow directions and testing procedures, and record and file data properly. Failure to adhere to this may result in inaccurate test results that could reduce the service life of the constructed facility or result in costly claims to the State.

PUBLIC AND INTERNAL CONTACTS

Maintain close communications with lead worker and supervisor. Has daily and frequent contact with fellow branch and office personnel regarding test results and inspection reports.

As a representative of the Department and the State of California, the incumbent is expected to maintain fair, impartial and effective relationship with clients, and conduct himself or herself in a professional and courteous manner at all times.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical activities vary and may be for a lengthy period of time. Employee may be required to sit (1) using a keyboard and video display terminal, and (2) entering and auditing data. While working in the laboratory, employee may be required to stand for extended periods of time to perform materials testing in and around test equipment; pull, push, bend, stoop and squat to examine testing equipment; maintain mental awareness and physical agility when working in the proximity of laboratory machinery. Requires manual dexterity to operate testing equipment and handle materials. Employee may be required to be tested and fitted to wear a respirator while working in the laboratory. Employee will regularly be required to move equipment and test materials that require lifting up to 50 lbs.

Employee may occasionally be required to travel to Districts. When working in Districts, employee may be required to stand for long periods of time; pull, push and squat to examine testing equipment; maintain mental awareness and physical agility when working in the proximity of laboratory machinery. Employee may be required to drive a motor vehicle.

Employee will be required to develop and maintain cooperative working relationship and respond appropriately to difficult situations. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce. The incumbent considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.

WORK ENVIRONMENT

Employee will work in a climate-controlled environment under artificial lighting. Most of the employee's workday will be in the laboratory, where there is exposure to extreme heat, chemicals, odors, dust and noise from laboratory testing equipment. For some part of each day, the employee will work in a climate-controlled office. Both environments are under artificial lighting. The employee may occasionally be required to travel and work outdoors, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Sometimes, employee may be required to work nights, weekends and split shifts. Vacations may be restricted during peak times. Employee may be required to travel to other satellite offices for training and/or meetings.

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

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

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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