STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

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
TET - LAB SUPPORT TECHNICIAN	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, Caltrans, and under the lead of a Transportation Engineer (Civil) and/or a Materials and Research Engineering Associate (Specialist), the TET will perform the non-professional engineering work of testing on soils, aggregates, and asphalt and concrete samples at the Southern Regional Laboratory (SRL) and at remote laboratories and will perform other related work. Possession of a valid driver's license is desired.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
55%	E	Perform physical testing of soils, aggregates, asphalt concrete, Portland cement concrete, and base materials. The tests include gradings, mechanical analysis of soils, stability, durability, specific gravity, sand equivalent, plastic index, resistance values, and other tests on soils and aggregates necessary to perform mix design for asphalt concrete pavement and portland cement concrete. 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. Notify supervisor of nonperforming equipment, make contacts for repairs/maintenance as necessary.
20%	E	Gather data, prepare reports, charts, and graphics. Assist with monitoring inventory of materials and equipment at the laboratory. Notify supervisor of low quantities and assist with procurement of supplies.
5%	M	Perform special assignments and perform other duties appropriate for a Transportation Engineering Technician.

[1]ESSENTIAL 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

Must have 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. Must have the ability to become certified in the various test procedures. 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 and 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 applications such as Microsoft Excel, Outlook, and Word, FileMaker Pro, and Caltrans custom-made applications.

Must be familiar and able to follow the Department's policies and procedures.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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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 these 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

Must 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 to conduct oneself 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. May be required to use a keyboard and video display terminal to enter and audit data. While working in the laboratory, 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. May be required to be tested and fitted to wear a respirator while working in the laboratory. Will regularly be required to move equipment and test materials that require lifting up to fifty pounds.

May occasionally be required to travel to Districts. When working in Districts, 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.

Will be required to develop and maintain cooperative working relationships 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

Will work in a climate-controlled environment under artificial lighting. Most of the 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, will work in a climate-controlled office. Both environments are under artificial lighting. 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. May be required to work nights, weekends, and split shifts. Vacations may be restricted during peak times. 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 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 Coordinator.)

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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