STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| Transportation Engineering Technician | District 8 - Design | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| TET | 908-xxx-3175-xxx | |

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 Design Office Chief, a Senior Transportation Engineer, Caltrans and under the lead direction of the Project Engineer, a Transportation Engineer (Civil), the Transportation Engineering Technician (TET) performs basic non-professional engineering work of varying complexity.

Tasks includes using basic engineering methods and computer-oriented processes to compile data for designing transportation projects. The incumbent assists in the preparation and checking of calculations, designs, plans, specifications, and estimates for highway and freeway projects, working drawings, and detailed plans. The incumbent assists in the writing of letters, memos, and reports for projects. The incumbent assists in the collection of field data including measurements, research of field and office data, filing of project materials, reprographics work, and delivery of plans and reports.

## TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 60% | E | Assists in preparation of roadway alignments, profiles, drainage system design, including preparing mathematical calculations and drafting of plans for transportation projects. Maintains and updates project files. Calculates quantities for estimates. Uses Computer Aided Drafting Design (CADD) and other computer software and hardware to prepare, review, and modify engineering drawings, and enter collected data into customized databases. Scans "As-Built" and other drawings and prepares and updates Utility databases. |
| 30% | E | Performs data collection including research and retrieval of data from project archives and encroachment permits. Performs field reviews for verification/collection of data and updates the Utility database. As part of the data collection, communicates with personnel from various groups and files documents retrieved following the Caltrans Uniform File System. |
| 10% | M | Prepares copies of reports, letters, memos, plans, specifications, and estimates and distributes various documents to other groups both within and outside of Caltrans. |

[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 possess a basic knowledge of computer software, methods, and layouts used in the preparation of contract plans and construction drawings, mathematics, roadway design practices, conventional and state-of-the-art computer applications related to transportation engineering work, and technician-level civil engineering skills in order to understand and apply Caltrans' manuals, standards, and practices.

Must have the ability to make accurate mathematical calculations, and organize/arrange data to produce effective and efficient work products without repetitious direction.

Ability to establish and maintain friendly and cooperative relationships with those contacted in the daily course of work. Must be able to communicate effectively verbally and in writing (express thoughts and ideas). Must be able to take direction and work with others within a team environment.

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## POSITION DUTY STATEMENT

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making accurate mathematical calculations, accurate measurements, and accurate preparation of plans, specifications, and estimates. Errors could result in liability to the State, increased project costs, and delays in delivery.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to work with others within a specific functional unit and coordinate with members of other functional units within Caltrans including within District 8, with Headquarters, and with other districts. The incumbent will be required to meet with others outside of Caltrans on a limited basis including various Federal, State, County, and Local Agencies, consultants, contractors, developers, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

PHYSICAL: May be required to sit for long periods of time using a personal computer. When conducting field reviews, may be subjected to loud noises from traffic, heat, cold, wind, dirt, mud, and dust. May be required to move and deliver plans, reports, and other documents that are heavy and bulky.

MENTAL: The work requires considerable analytical ability. Must possess a sustained and capable mental capacity for analysis, problem solving, networking, reasoning, and report writing.

EMOTIONAL: Must be able to develop and maintain cooperative working relationships as well as handle stressful and demanding situations in a calm, professional, and discreet manner.

WORK ENVIRONMENT

While at the base of operations, the incumbent will work in a climate-controlled office under artificial lighting. May also be required to travel and perform field investigations and may be exposed to moving traffic. May be exposed to dust, dirt, mud, wind, noise, uneven and rough surfaces, and extreme heat or cold.

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.)

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 |
|---|---|
| | |