

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION District 9 Traffic Operations	
WORKING TITLE Permit Department Engineering Technician	POSITION NUMBER 909-351-3175-	EFFECTIVE DATE

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 general direction of the District Permits Engineer or Permit Department Representative, the Permit Engineering Technician is accountable for processing, issuance and inspection of encroachment permits, for maintenance of the permits database, and for administering the District's Adopt-A-Highway (AAH) Program, .

The encroachment permit department employees are the primary contact for developers, private property owners and public agencies interested in obtaining an encroachment permit. The Permit Engineering Technicians are responsible for logging in and tracking applications. The Permit Engineering Technician keeps appropriate records documenting completed work to ensure accurate billing and history, provides monthly and annual production reports to HQ and performs duties as needed to protect the safety and integrity of the highway system. The Districts AAH Coordinator is responsible for administering the AAH program and is the primary contact for current and potential participants in the program.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Serve as a member of the encroachment permits team in the role of the Engineering Technician. Act as the point of contact for the public regarding proposed projects requiring an encroachment permit. Monitor and manage the progress of each encroachment permit application. The incumbent may ensure encroachment permits are entered into the database, applications get appropriately logged, inspection diaries are put into the database, completion notices are filed, final billing is sent, and the closeout/archiving process is completed. Perform technical and field reviews of proposed projects. This includes but is not limited to conducting plan reviews, field reviews, permit application evaluation, preconstruction field reviews, construction inspection, and construction completion reviews. Provide regular field and stormwater inspection of projects in progress. The incumbent may review approved plans and ensure permits are being constructed in accordance with the approved plans. Write and issue permits for approved projects with construction costs less than \$25,000 in the State Right of Way. Participate in the Inter-Governmental Review (IGR) process for local development projects. Assist maintenance in the identification of unauthorized encroachments.
20%	E	Serve as the District's primary contact for administering and promoting the AAH Program. Provide AAH information to the District Field Maintenance and participants to ensure compliance with the programs safety provisions. Provide Maintenance Supervisors with safety orientation information for new or successive adoptions and facilitates contact between participants and Maintenance Staff. Advise current and prospective participants of the program's requirements and assists in the adoption of sites.
10%	E	Manages the Districts AAH database and provides updates to the HQ AAH Program. Distribute, collect, and log monthly litter collection information from the 11 Maintenance Field Offices within the District. Tracks and logs completion of safety orientations for current and prospective adopters. Tracks and logs site safety reviews for the 492 sites within the District. Tracks the 289 adoptions and 289 permits within the district to assure that they are current. Verifies recognition panels comply with program rules.

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| 5% | E | Prepare and send written communication to participants in the AAH Program. Communication includes application procedures for new participants, procedures for successive permits, letters of warning for violations of the program's rules and regulations, and cancellation notices of revocation. |
| 5% | E | Manage archive systems and provide history of permits as needed by other departments. Maintain permits database and scan records and plans to digital format. Enter and track permit project lane closures using the lane closure system. |
| 5% | M | Assist Maintenance in the identification of unauthorized encroachments. |
| 5% | M | Perform field reviews for issuance of outdoor advertising permits under the direction of Caltrans headquarters Outdoor Advertising Program staff. Provide field inspection of existing outdoor advertising for the Caltrans headquarters Outdoor Advertising Program. |

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

A basic understanding of the encroachment permit process.

A basic understanding of the AAH Program and the program's policies and procedures.

Must have some knowledge of department policies and procedures.

The ability to prepare effective written correspondence and effectively communicate verbally with other professionals, permittees, contractors and general public.

The ability to work with others to resolve conflicts and problems which may arise during the application and construction phases of a permit.

Good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its customers and partners.

The ability to understand and operate computers systems as well as to learn and adapt to new hardware and software.

The ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks.

The ability to work under pressure.

Must be able to analyze data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

The ability to travel if needed. This position will require occasional overnight travel to review or manage projects in the far reaches of the District. Travel may be required out of the district for training or to represent the District encroachment permit department at various meetings.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires that the incumbent administers the AAH Program in accordance with the procedures and policies of the program. This position also requires the incumbent to be responsible for assuring proper and timely processing of encroachment permits. Poor judgment or decisions could result in substandard construction within the State's right of

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way. Poorly coordinated work including traffic control may jeopardize the safety of the traveling public, contractors and Caltrans employees. Failure to act properly could have an adverse effect on Caltrans' reputation and credibility.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be the first person contacted from potential AAH participants and permittees about new encroachment permit projects. Frequent contacts with outside parties including the general public, contractors, private and public sector engineers regarding encroachment work. Will coordinate and attend preliminary and pre-construction meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a computer keyboard and video display terminal. Employee may be required to transport a laptop computer and portable printer while on field visits. Employee may be subjected to some stress related to making immediate decisions about projects under construction.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee will also be required to travel and conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, traffic, 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)

STEPHEN WINZENREAD, District Permit Engineer

SUPERVISOR (Signature)

DATE