

**POST & BID POSITION ANNOUNCEMENT**  
**Bargaining Units 1, 4 and 11**

1. Reference #: 09-5-074 2. Position Number: 909-351-3175-xxx 3. Date of Posting: 4/15/2015
4. Classification: Transportation Engineering Technician 5. Salary Range: \$3,327-5,007
6. Pay Differentials That Apply To Position: Pay Differential #271
7. Working Hours Of Position: 8-5, Monday to Friday, 40 hrs week
8. District/Division: 09 - Traffic Section: Permit Department Geographic Location: Bishop CA  
*(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) Determination for relocation will be made by Hiring Supervisor.*

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. **Minimum Qualifications per the Classification Specifications** (BU1 & 4 only) (Education and or Experience):

(link SPB Classification Specs)

B. **Technical & Professional Skills & Abilities:** A basic understanding of the AAH Program and the program's policies and procedures and the encroachment permit process. Ability to prepare effective written correspondence and effectively communicate verbally with other professionals, permittees, contractors and general public. Ability to work with others to resolve conflicts and problems and good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its customers and partners. Ability to understand and operate computers systems as well as to learn and adapt to new hardware and software. 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. Employee will primarily work in a climate-controlled office under artificial lighting. Ability to travel, as needed, occasionally requiring overnight travel.

C. **License and/or Certification Requirements:** Current Valid California Driver's License

D. **Physical Abilities to Perform Essential Functions:** 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.

E. **Other Departmental Requirements:** NA

F. **Duty Statement/Description of Duties:** (link duty statement)

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

The District's AAH Coordinator is responsible for administering the AAH program and is the primary contact for current and potential participants in the 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.

10. Final Date and Time for Receiving Bid: 4/29/2015 C.O.B.

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Stephen Winzenread

Address: 500 South Main Street, Bishop, CA 93514

Telephone Number: 760-872-5222

FAX Number: 760-872-5208

E-mail Address: stephen.winzenread@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: \_\_\_\_\_ To: \_\_\_\_\_  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): 30 days from FFD  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)