

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineering Technician	Engineering Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TET – Culvert Inspector	911-300-3175-	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the supervision of the Senior Transportation Engineer, and the functional lead direction of the Transportation Engineer, the culvert inspector is responsible for conducting field inspections of the district's culvert/drainage systems. Responsibilities also include assessing physical condition of culverts, recommending maintenance strategies, assisting in data processing, quality control and equipment maintenance.

TYPICAL DUTIES:

- 60%(E) Performs field inspection of culverts/drainage systems throughout the district. Collects inventory and assessment data using hand-held computers, GPS survey equipment and remote video equipment. Responsible for the quality and integrity of field data, using engineering judgment to assess the condition of culverts and recommend appropriate repair strategies. Transports technical equipment to remote field locations. Field inspections include driving time to and from project locations. Develop expertise in identifying type and cause of culvert damage. These duties require hard physical labor including lifting heavy objects, accessing areas with heavy vegetation, steep slopes, uneven or muddy surfaces and entering areas of confined space according to the Department's Confined Space policies will also be required at times.
- 20%(E) Assist in the processing and quality control of field data using MS Access. Ensures that inspection vehicle undergoes regularly scheduled maintenance services. Maintains hand-held computer, GPS field equipment and video inspection equipment in good operating condition. Maintains problem and repair log for video inspection equipment.
- 10%(M) Sets up and maintains safe work sites per the Manual of Traffic Controls for Construction and Maintenance Work Zones.
- 10%(M) Performs research into contract and as-built plans to determine location and characteristics of existing culverts. Prepares reports compiled from field data and the culvert database.

SUPERVISION EXERCISED OVER OTHERS

Normally this position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the aptitude to work within a team setting. Good writing, organizational and communication skills. Able to operate various pieces of equipment including but not limited to computers, video equipment, GPS survey equipment, rock climbing equipment, and motor vehicles. Able to read contract and as-built plans. Should have a practical field engineering experience in highway maintenance techniques. Must be able to identify culvert maintenance strategies and the type of culvert defects that lead to structural failure.

CONSEQUENCE OF ERROR

Poor decision could result in the failure to properly service and maintain video inspection equipment and culvert inventory mobile unit which would result in excessive repair costs, loss of equipment and negatively impact work production. Poor attention to data collection would require recollecting data, which would impact work production. Inaccurate data collection would undermine the culvert inventory program and would result in decisions being made on false or incomplete information. Failure to follow safe working practices could cause physical harm to the employee and/or team members.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely interact with other Caltrans personnel including Maintenance field crews, Storm Water crews and all levels of management to transmit and obtain relevant engineering information. Those contacts will be verbal or written, as needed, to perform assignments. Public contact, though limited may be required.

WORK ENVIRONMENT

While at their base location, the employee will be working in an office setting utilizing computer equipment. While performing field work, the employee will be required to travel District wide. Exposure to snakes, poison oak and ticks likely. Overnight stays will be required to facilitate field data collection. Overtime may be required. Employees may be required to travel in the state, but travel is not very frequent. Employee will be working as an integral part of a two to three person team to perform field data collection in the field as well as data management in the office setting.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Transport and operate equipment on slopes.
Climbing on slopes and through brush. Use of ropes and climbing harnesses may be required.
Examination of both the exterior and interior of culverts.
Ability to move 50 lbs.
Driving of 1 Ton Video Inspection Van and SUV throughout Region.
Responsible for maintaining valuable computer and video equipment.
Exposure to poison oak likely.
District wide travel will be required as necessary including overnight stays of 1-3 days.
Has the ability to work near high speed traffic.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE