

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION District 11/Construction Division	
WORKING TITLE Transportation Engineering Technician or Tester	POSITION NUMBER 911-516-3175-	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 supervision of a Senior Construction Engineer and the general direction of a Resident Engineer, the Transportation Engineering Technician (TET) performs various transportation construction related field and/or office tasks of average difficulty.

He/she performs contract item inspections for ensuring compliance with plans and specifications on all phases of highway or bridge construction projects including, but not limited to; earthwork operations, placing of base and roadbed materials, materials control at asphalt and batch plants, culvert construction, pile-driving, placing structural steel, erecting false work, forms and structural steel.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
70%	E	Uses precision instruments to collect engineering data, samples construction materials and performs materials testing in accordance with Caltrans Construction Manual, as described in the Caltrans Testing Methods Manuals. Performs field inspections to ensure compliance with Standard Plans and Specifications. Inspects work as to the methods used by the contractor and checks quantity, quality, and vertical and/or horizontal alignments. May also coordinate the inspection and testing of materials including, asphalt concrete and Portland Cement plant inspection.
		Reviews construction safety for compliance with Departmental Construction Safety Orders and Work Zone Traffic Control Specialties.
20%	E	Performs general construction office duties relating to the administration of construction contracts such as quantity calculations, processes contract change orders, prepares monthly progress payment estimates. Prepares documentation of the contractor's work performed and analyzes general engineering data.
10%	M	Assists the Resident Engineer in drafting change orders, contract estimates and other documents and/or reports that are involved in the construction projects.

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

This position does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: varying types and methods of industry construction practices, State safety orders, traffic control, field office engineering techniques, effective communication, both written and verbal and negotiation skills with respect to internal and external customers.

Knowledge of Standard Specifications and Plans, the Construction Manual; methods, materials, tools and equipment used in highway and bridge construction and maintenance work; methods of proportioning and handling Portland Cement Concrete; proportioning and handling bituminous surfacing materials and the handling of asphaltic oils and emulsions; highway grading, construction and maintenance; conventional state-of-the-art computer applications related to transportation engineering work. A working knowledge of Caltrans Standard Testing Methods Manual.

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Ability to: comprehend and interpret Standard Plans and Specifications, Special Provisions, and Change Orders; assess contractor's field operations for safety purposes; determine if Contractor has adequate and competent staff performing required work in compliance with the contract; communicate effectively with Contractor's and State's personnel regarding performance and safety issues, performs simple fields surveys and other engineering tasks as required. Ability to make accurate mathematical and simple engineering calculations; make sound decisions in the interpretation of contract plans, specifications and various engineering activities; and analyze situations regarding highway safety and operational features and design concepts; prepare reports. This position requires the ability to communicate, both in writing and verbally.

Analytical Requirements: assess conflicts in the contract documents and determine a best course of action; assess and respond appropriately to internal and external personality conflicts that may interfere with progress of the work. Assess circumstances that may require elevation of issues to appropriate level for resolution.

When the duties of the TET/Tester require certifications for tests taken in performance of their work or equipment used for taking said tests it will be the responsibility of the employee to maintain any and all certifications. Additionally, it will be the responsibility of the employee to notify the lab at least one month prior to expiration of certifications. This position may require driving for State business. Possession of a valid California driver's license is required to operate a State vehicle.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for sound engineering and contract administrative decisions, with the review of a Resident Engineer and/or Senior Engineer. Poor decisions could lead to significant fiscal impact to the department and ultimately the taxpayers.

PUBLIC AND INTERNAL CONTACTS

This position requires continuous contact with contractors, Resident Engineers, Construction Engineers, Field Inspectors and other Departmental staff. May also have contact with technical and /or professional staff member from outside agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to work for long periods of time at a keyboard and video display terminal. Must be able to traverse uneven terrain, including slopes in all types of weather. Must be able to lift and carry equipment, instruments, tools and material samples weighing up to 75 lbs. Construction work also includes staggered work shifts and night work in San Diego and Imperial County; care must be exercised when standing, walking, squatting, accessing heavy civil construction transportation facilities and driving to, from and within the construction work zones. Safety is paramount.

He/she should be able to concentrate, analyze the situation at hand, and respond appropriately in difficult, emotionally charged and/or sensitive situations. He/she may be required to handle several issues at a time and should be able identify problems and prioritize tasks.

The incumbent should be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related relationship with internal and/or external contacts in professional manner.

WORK ENVIRONMENT

The base of operation will be a Construction Field Office and/or Materials Lab trailer. While in the office setting he/she will be working in a climate controlled environment with artificial lighting. While at the project site the incumbent may be exposed to the elements, dirt, noise, uneven surfaces, heavy equipment and traffic.

He/she may be exposed to local weather and traffic conditions. Incumbent may be required to work staggered shift working during night and/or day. In addition, the incumbent may be assigned to a Long Term Assignment within the District 11 in either Imperial or San Diego County for an extended period of time.

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

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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