

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineering Technician	D11/Construction/Plant Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Plant Inspector/Tester	911-516-3175-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 District Materials Engineer, a Senior Transportation Engineer (s), the incumbent primarily makes asphalt concrete and portland cement concrete plant inspections in enforcing compliance with plans and specifications on all phases of highway or bridge construction projects. Possession of a valid California driver's license is required to operate a State vehicle. Typical duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	Performs field or laboratory physical tests of aggregates, asphalt concrete, portland cement concrete and base materials. The tests include gradings, sand equivalents, and cleanness values. Tests include all California Test Methods, American Standard Test Method (ASTM), American Association of State Highway and Transportation Officials (AASHTO) test methods to perform mix design for asphalt concrete pavement and portland cement concrete.
20%		Make inspections at asphalt concrete and portland cement concrete plants to ensure compliance with plans and specifications as they pertain to the control of materials at asphalt/concrete plants or aggregate sources.
20%	E	Review contract plans, specifications, special provisions, manuals, etc. Review concrete mix designs and job mix formulas to ensure contract compliance.
10%	E	Prepare plant inspection/testing reports and fill out forms relating to sampling, testing and shipping of materials.

<sup>1</sup>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 required.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: methods, materials, tools and equipment used in the control of materials for highway construction projects; methods of proportioning and handling aggregates, bituminous surfacing, asphaltic oils and emulsions, and Portland cement concrete materials; physical characteristics and properties of construction materials; approved methods and equipment used in making physical tests of construction materials.

Ability to: Communicate effectively at a level required for successful job performance; perform physical labor, lift samples and test equipment; use and adjust precision testing equipment; make accurate engineering calculations; read and write English according to standard business practices; inspect material pit and plant operations and ensure compliance with plans and specifications; analyze situations accurately and take effective action; prepare diaries and reports.

Analytical requirements: analytical ability to interpret project specifications, plans, codes and test methods in order to assess materials suitability is paramount. Analysis of engineering data will require basic math and computer skills.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent is responsible for timely, accurate inspection/testing of plant operations and materials. Probably effect of

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inaccurate or untimely results or information would result in early failure of pavement or structure and/or increased maintenance costs.

**PUBLIC AND INTERNAL CONTACTS**

This position requires frequent, daily contacts with external construction industry personnel, internal contacts with Construction, Structures, Headquarters, and local agency personnel.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

This position can require the use of a gloves, helmet, vest, and/or safety boots. This position requires the ability to perform on-site testing and inspections near moving traffic on and off the travelled way. The incumbent will perform extensive walking and occasional bending to inspect and test a variety of materials. The position requires occasional lifting of 50 plus pounds, including moving heavy buckets of samples and heavy equipment. Incumbent must work effectively while facing impending deadlines and unforeseen obstacles. Incumbent must be able to effectively and tactfully deal with various individuals.

**WORK ENVIRONMENT**

Work is accomplished in a variety of settings: such as an office setting with artificial light and temperature control, and outdoors. The majority of the duties will take place in the field, in or around construction sites, or at commercial material/ aggregate sources. The work environment is fast-paced and requires considerable flexibility in managing time, priorities and assignments. It can be demanding and/or stressful. Travel and work at night may be required.

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