

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

1. Reference #: **27-4-005** 2. Position Number: 927-502-3175 3. Date of Posting: **June 26, 2013**
4. Classification: **Transportation Engineering Technician** 5. Salary Range: **\$3,262 - \$4,766**
6. Pay Differentials That Apply To Position: **May apply**
7. Working Hours Of Position: _____ To be determined _____
8. District/Division: **NR Construction** Section: **Construction Engineering Branch-0453** Geographic Location: **Arcata** (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):
<http://www.dpa.ca.gov/textdocs/specs/s3/s3175.txt>

B. Technical & Professional Skills & Abilities:

The incumbent should have experience and knowledge of construction procedures and practices, Standard Specifications, Standard Plans, and the contract administration process as provided for in the Caltrans Construction Manual.

Experience and knowledge in verifying item payments and preparing/reviewing for accuracy Assistant Resident Engineer's diaries, source documents, and input sheets for progress pay estimates to contractors.

Experience and knowledge of the contractual obligations with respect to force account payments. Incumbent should have experience and knowledge in performing a force account analysis, preparing and checking Extra Work Bills against the Resident Engineer's diaries, contractual requirements and statutes pertaining to the Subletting and Subcontracting Fair Practices Act, substitutions, EEO Employment program and interviews, labor rates, labor surcharges, crafts and classifications, and apprenticeship standards. Contractual requirements and statutes pertaining to Workman's Compensation, Indemnification Insurance, minority utilization, prime contractors and first tier subcontractors. Communicate effectively orally and in writing.

C. License and/or Certification Requirements: Valid driver's license

D. Physical Abilities to Perform Essential Functions:

When at their base office sitting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the incumbent's work, must maintain cooperative working relationships within the working environment..

E. Other Departmental Requirements:

Will have routine contact with fellow Caltrans workers, contractors and their employees, and engineering consultants to transmit or obtain relevant engineering information. These contacts could be verbal or written, as needed, to perform assignments.

F. Duty Statement/Description of Duties: See Duty Statement

10. Final Date and Time for Receiving Bid: **July 11, 2013 by COB, 5PM**

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

11. Submit Bid to:

Name: Valerie Smith
Address: 703 B Street Marysville, CA 95901
Telephone Number: (530) 741-4248
FAX Number: (530) 741-4111
E-mail Address: valerie.smith@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): **Within two weeks of job offer**

14. (If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)