

INSTRUCTIONAL FORM

Attachment B

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

1. Reference #: 51-6-031 2. Position Number: 913-350-3175-004. Date of Posting: September 2, 2015
4. Classification: Transportation Engineering Technician Salary Range \$3,410 - \$5,132
6. Pay Differentials That Apply To Position: Several May Apply
7. Working Hours of Position: Between 7:00 am to 5:00 pm., Monday – Friday. The incumbent will be required to work during times of “national emergencies and/or natural disasters”.
8. District/Division: 51/Traffic Operations Section: Office of Commercial Vehicle Operations, Transportation Permits Policy and Compliance Branch Geographic Location: Sacramento

(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

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):

Position is represented under bargaining unit 11.

- B. Technical & Professional Skills & Abilities:

Caltrans transportation permit writing experience is highly desirable.

Working Knowledge of the following manuals and policies is highly desirable:

California Vehicle Code

California Code of Regulations

Transportation Permits Manual

Transportation Permits Policies Memorandum.

Knowledge of the Department's mission & vision, goals and values; organizational structure; Director's Policies and Deputy Directives; Division principles; and Office/Branch functions, procedures and processes.

Knowledge of heavy hauling equipments, heavy construction equipments, and various extralegal equipments such as jeep, dollies, trailers, mobile cranes, tow trucks, concrete pumps, drill rigs, etc.

Knowledge of the non-divisibility of loads, characteristics of components such as various types of suspension systems, tires, mechanical distribution systems (MDU), hauling configurations and weights of commonly moved construction machinery, and operational capabilities of trucks, trailers and semi-trailers.

A thorough knowledge of the California State Highway System and general knowledge of local roadway networks is required.

Ability to interpret manuals and policies, and accurately apply the information to a variety of situations.

Working knowledge of several software applications: Microsoft Excel, Word, Access; Lotus Notes, and Internet.

Ability to travel throughout California to attend meetings.

Ability to read and write, and clearly communicate ideas, concepts, solutions, etc., via e-mail, fax, memorandums, and letters.

Communicate effectively at a level required for successful job performance; make neat and accurate engineering calculations and notes; analyze situations accurately and take effective action.

Ability to operate a desktop computer, laptop, printer, copy machine, scanner, fax machine, cell phone, and calculator.

Ability to perform basic mathematical calculations to determine allowable weights of vehicles, including determination of close coupled axles and double wide hauling equipments.

Ability to establish and maintain friendly and cooperative relations with those contacted in the course of the work.

Ability to demonstrate patience and diplomacy in communicating the requirements of permit policy to customers and others.

The incumbent must possess the following General Competencies:

Analytical Thinking: Approach a problem by using a logical, systematic, sequential approach. Communication: Listen to others and communicate in an effective manner.

Customer Focus: Identify and respond to current and future client needs, and provide excellent service to internal and external clients.

Ethics and Personal Credibility: Uphold ethics and personal integrity, and demonstrate trustworthiness, reliability and responsibility.

Relationship Building: Maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support.

Teamwork: Work effectively and cooperatively with other team members to achieve common goals, and complete assignments in a group setting.

D. License and/or Certification Requirements: *Must have a valid California Driver's License.*

E. Physical Abilities to Perform Essential Functions:

Physical Requirements:

- Drives to and from distant meeting locations.*
- Lifts and moves equipment parts and boxes weighing up to 50 pounds on occasion, if required.*
- Sits for long periods of time using a keyboard, mouse, and video display terminal.*

F. Other Departmental Requirements: *Ability to apply and follow all the Department's Director's Policies and Deputy Directives.*

G. Consequences of Error:

The incumbent is responsible for applying extralegal transportation permit policies provisions to ensure consistency and uniformity in the operation of extralegal vehicles. Incumbent is responsible for his/her actions, decisions, quality of completed work and proper use of state time, equipment and materials. Inappropriate comments, incomplete or incorrect information could result in significant economic losses to business and could negatively impact commerce.

H. Duty Statement/Description of Duties: *HR – Please insert link to duty statement.*

10. Final Date and Time for Receiving Bid: *September 16, 2015 (COB)*

11. Where to Obtain Bid Form: [*http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm*](http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm)

11. Submit Bid to:

*Address: Department of Transportation
Division of Traffic Operations, MS-36
1120 N Street Sacramento, CA 95814
Attention: Gayman Wong*

Telephone Number: (916) 654-4974

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

Revised 1/10/05