

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

<p>CLASSIFICATION TITLE Transportation Engineering Technician</p>	<p>OFFICE/BRANCH/SECTION CVO/ Permits, Policies and Compliance Branch</p>	
<p>WORKING TITLE Permit Vehicle Inspector</p>	<p>POSITION NUMBER 913-350-3175-xxx</p>	<p>EFFECTIVE</p>

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 direction of the Transportation Permits, Policies and Compliance Branch Chief (a Senior Transportation Engineer) or the lead from the Equipment Engineer (a Transportation Engineer), incumbent coordinates, schedules, and perform inspection of extralegal vehicle, within an assigned area, for the Transportation Permits Program. Incumbent must possess a valid California driver license, be able to operate various state vehicles, and drive moderate to long distances to various field locations. These locations may include those that, when necessary, would require overnight stays. To provide adequate statewide vehicle inspection coverage, incumbent may be required to travel outside of his/her assigned area. Incumbent is required to travel up to 40 percent of the time.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% (E)	Under the supervision of the Transportation Permits, Policies and Compliance Branch Chief and/or under the direction of the Equipment Engineer, inspects, determines, and verifies equipment such as 4-axle tractors, heavy haul combinations, mobile cranes, drill rigs, dollies, jeeps, trailers, and various others equipment, for use in the transport of extralegal loads. Determines if the load and/or vehicle are correctly described and that the vehicle or vehicle configuration is eligible for a permit based on the Department's extralegal policies.
15% (E)	Analyzes the capability of the hauling vehicle combination to accommodate the load, checks the allowable loading, and determines proper permit weight classification (i.e. range, green, or purple weight chart). Calibrates and maintains weight scale accuracy. Ensures the proper use and care of weight scale in the performance of inspecting vehicles.

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.

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- 15% (E) Records the approved requirements on the vehicle inspection report. Documents, signs and distributes various inspection records and reports to the customer, and HQ. Review inspection requests by customers, analyzes the capability of the hauling vehicle combination to accommodate the load, and issues verbal inspection approvals for loads to travel.

- 10% (E) Answers phone calls and emails from customers within one business day. Answer questions from the public and Transportation Permits Issuance Branch staff regarding policies and inspection matters. On a weekly basis, schedules inspection appointments with customers for requests that fall within assigned areas. Send schedule changes to supervisor by email. Maintains a two-week schedule of inspection appointments on their Outlook calendar. Attend staff and safety meetings.

- 10% (M) Provides training to others when necessary; participates in internal and external teams or committees such as California Transportation Permit Advisory Council (CTPAC). Reviews and provides comments on new extralegal transportation policy proposals. Maintains a file of issued inspection reports. Supports efforts to automate the issuance of transportation permits.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Receives general direction from the Chief, Transportation Permits, Policies and Compliance Branch (a Senior Transportation Engineer).

None. This position does not supervise. However, the incumbent must be able to advise, instruct, and mentor trainee(s).

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Previous 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.

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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 equipment, heavy construction equipment, and various extralegal equipment 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 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.

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

Ability to travel and work at truck stops, scale houses, weight inspection facilities, and customer shops sites throughout California.

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

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

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

Ability to review heavy equipment from sketches, drawings and schematics to effectively communicate technical problems.

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

Ability to make neat and accurate computations and notes and to prepare reports.

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

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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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The vehicle inspector serves as a resource person on permit issues and is expected to give clear and correct guidance to customers. Inaccurate calculations, incorrect information, poor decisions and error in judgment could result in costly re-work, loss of equipment, damage to State highway facilities, increase costs to haulers and/or their clients, and create a safety hazard causing injury to the customer and the general public as well as expose liability to the State.

The incumbent is responsible for applying extralegal 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.

PUBLIC AND INTERNAL CONTACTS

This position requires constant and extensive contact with the public. These contacts will be verbal or written, as needed, to perform assignments. Incumbent must be able to exercise tact and good judgment at all times when dealing with customers. The incumbent establishes, promotes and maintains a good working relationship with customers, other Caltrans personnel, various law enforcement agencies, city and county permits personnel, etc. Demonstration of good interpersonal skills and professional working relationships are critical to the successful performance of the job.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

- Drive to and from distant meeting locations.
- Work in inclement weather, which may include severe cold or heat.
- Lift and move equipment parts and boxes weighing up to 50 pounds on occasion, if required.
- Ability to stand and walk on concrete flooring all day, frequently stooping, bending, kneeling, crouching, pushing, pulling, reaching, twisting, climbing, and crawling.
- Sit for long periods of time using a keyboard, mouse, and video display terminal.
- Ability to lift, carry, and use portable heavy duty weight scales.

Mental Requirements:

- Simultaneously work on multiple work assignments and meet deadlines.
- Evaluate and understand technical calculations, data and other material that may require long periods of mental concentration.
- Adaptable to change, new information, and new situations.
- Manage multiple priorities, analyze situations and take effective action.

Emotional requirements:

- Ability to resolve emotionally charged issues reasonably and diplomatically.
- Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.
- Values cultural diversity and other individual difference in the workforce.

WORK ENVIRONMENT

The assignment is mainly outdoors in the field at various locations such as scale houses, CHP vehicle inspection facilities, truck rest stops, and construction yards. Incumbent is expected to drive to field locations to inspect vehicles for compliance with the Department's extralegal policies. Some locations require overnight stays. Incumbents will assume responsibility for reasonable safeguards, proper use and handling of materials, and equipment and facilities. Field work may expose the incumbent to various field conditions such as loud *noise*, dirt, uneven surfaces, airborne particles, cold or hot weather, heights, and moving vehicles or equipment. The incumbent must be able to work in these areas in inclement weather that could include severe cold or heat. Incumbent typically works independently without assistance from others. Incumbent may work in a small shop environment in a field location or out of a service truck in remote locations.

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When in the office, the incumbent will work in a climate-controlled office environment, within a cubicle under artificial lighting.

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)

John F. Holzhauser

Supervisor (Signature)

Date
