STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 11/2017)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Eng Tech	DES/GS/OGS/FT&I	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineering Technician (TET)	559-316-3175-xxx	04/01/2018

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 Transportation Engineer (Supervisor), or guidance from a Materials and Research Engineer Associate or a Transportation Engineer (Civil) functioning in a lead capacity, the Transportation Engineering Technician (TET) conducts foundation testing and instrumentation for transportation projects. The primary responsibilities of this position are to safely, timely and accurately perform foundation testing and instrumentation, implement solutions for technical issues, coordinate testing with geotechnical professionals and Structure Construction field personnel, and work either as part of a team or independently as necessary. Extensive travel throughout the state is a requirement of this position. This position requires the use of equipment that require the possession of a Class A license.

CORE COMPETENCIES:

As a Transportation Eng Tech, the incumbent is expected to develop the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, and Goals.

- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Stewardship and EfficiencyOrganizational Excellence - Integrity, Commitment)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Organizational Excellence - Commitment, Teamwork)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Stewardship and EfficiencyOrganizational Excellence - Commitment, Teamwork)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (0, Organizational Excellence - Integrity, Commitment)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Stewardship and EfficiencyOrganizational Excellence - Integrity, Commitment)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partenerships with others inside or outside of the organization through effective communication and collaboration. (0, Organizational Excellence - Commitment, Teamwork)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Stewardship and EfficiencyOrganizational Excellence - Integrity, Commitment)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives and completion dates are met. Documents and reports on work progress. (Stewardship and EfficiencyOrganizational Excellence - Commitment, Teamwork)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Perform foundation testing and instrumentation per instructions to determine pile integrity, capacity, subsurface conditions, and other parameters of engineering interest. Work includes pile load test, gamma-gamma logging, sonic caliper logging, shaft inspection, pile dynamic analysis, cone penetration test, slope inclinometer and others. The work occurs at project and construction sites throughout the State of California.
30%	E	Transport equipment and supplies to/from project sites, prepare site for testing, set up test equipment, take accurate field notes and collect test data. Communicate with the Geoprofessionals, Construction personnel, and Contractors' representatives as necessary to carry out these duties.
15%	E	Apply knowledge of computers and commercially available data acquisition software to collect test data from field instruments and transmit data to the home office.
15%	M	Maintain equipment/supplies/facilities used for foundation testing and instrumentation. Assist in conduct research activities, acquisitions, safety meetings, or other duties as required.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

[1]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. This is not a supervisory position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Ability and willingness to travel to and work at project and construction sites throughout California is required. The travel requirement is extensive, often overnight and for several consecutive days, depending upon needs of projects and the Department. Testing is typically conducted away from the home office and in construction work zones.
- Ability to obtain valid Class A Commercial Drivers License and experience and endorsement for manual transmission and tractor-trailer combinations is required within two years.
- Position requires testing for controlled substances and current medical certification.
- Ability and willingness to work extensively with sealed radioactive sources. Must pass nuclear operator certification test.
- Certification and ability to operate a forklift is desirable.
- Ability to work from heights and use of fall protection equipments is required.
- Ability to independently apply sound judgment in test situations and to analyze factors capable of affecting test results is required.
- Knowledge of and ability to use computers is required.
- Knowledge of or ability to learn aspects of structure foundations, geotechnical instrumentation, test equipment and procedures, and data acquisition devices.
- Ability to comprehend and analyze specification requirements and test methods relative to foundation testing and instrumentation, including recognizing deficiencies, and assist in developing workable and effective specifications and test methods. Must be able to conduct tests accurately, understand the significance and application of test results, recognize potential field issues and assess their probable effects on the test program.
- Ability to effectively communicate both verbally and in writing. Must be able to clearly and audibly communicate at construction sites and able to perform crane signals. Must be able to take notes and fill out field documentation.
- Ability to establish and maintain good and professional working relationships with individuals and groups from the Department, Contractors, other governmental agencies, and private consulting firms on projects. Must be familiar and able to follow the Department policies and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
This position requires effective and timely response in all aspects of testing. Errors in judgment and/or decisions or excessive delays in rendering decisions could affect public and employee safety, cause project delays with associated costs, or result in tort liability for the Department. Errors may also represent a significant safety hazard to the employee, coworkers, or the public.

PUBLIC AND INTERNAL CONTACTS
The incumbent routinely contacts other Caltrans personnel, contractors and industry representatives concerning foundation testing and instrumentation, verbally and in written, as needed to perform assignments. The incumbent is required to make periodic safety meetings in the field or at designated safety meetings. Must be able to clearly communicate and direct operations in oral and written forms and utilizing signaling under active field construction sites.

As a representative of the Department and the State of California, the incumbent is expected to maintain fair, impartial and effective relationship with clients, and conduct himself or herself in a professional and courteous manner at all times.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to travel to and work in active field construction sites, walk across uneven terrain, climb into and out of excavations, and direct field operations. Must be able to move test equipment/materials/supplies that may require lifting up to 60 lbs. The incumbent may be required to sit for long periods of time using a keyboard and video display terminal.

The incumbent is required to develop and maintain cooperative working relationship and responds appropriately to various including difficult situations. Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Must value a cultural diversity and other individual differences in workforce.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.