

# CALTRANS IS HIRING

## TRANSPORTATION ENGINEERING TECHNICIANS

**DO WORK THAT MATTERS**

**IN THE STATE YOU LOVE**

**HIRING  
CENTER  
AHEAD**

**AUGUST 8<sup>th</sup>-10<sup>th</sup>**

**703 B STREET, MARYSVILLE, CA 95901**

**JOIN  
OUR TEAM!**



**WE'RE  
HIRING!**

**YOUR START DATE  
COULD BE AS EARLY AS  
SEPTEMBER 2018!**

### THE FOLLOWING DOCUMENTS ARE **REQUIRED** ON CHECK-IN DAY:

1. Signed and completed State Application (STD 678) reference **Job Control 118778**
2. Your original **photo identification** and a copy of your photo identification
3. **Transcripts**
4. Minimum of **three letters of reference** with contact information. (Reference checks will be conducted the day(s) of interview)

**If you possess (from any state) please bring with you:**  
**Associate's or Bachelor's Degree** in an  
Engineering or Surveying Curriculum

### AGENDA OF EVENTS:

**CHECK IN DAY** (ARRIVE ANY TIME  
WITH REQUIRED DOCUMENTS)

**Aug 8** 10:00am - 12:00pm  
**STEP 1**  
1:00pm - 4:00pm

**INTERVIEW DAY** (ARRIVE AT SCHEDULED TIME)

**Aug 9** 9:00am - 4:30pm  
**STEP 2**

**INTERVIEW DAY** (ARRIVE AT SCHEDULED TIME)

**Aug 10** 9:00am - 4:30pm  
**STEP 2**

### HIRING IN THE FOLLOWING COUNTIES:

HUMBOLDT, SHASTA, YUBA, SACRAMENTO,  
SAN LUIS OBISPO, SANTA BARBARA, FRESNO,  
MONTEREY, MADERA, TULARE, KERN,  
SAN JOAQUIN & ALAMEDA.

**FOR MORE INFORMATION PLEASE EMAIL:  
[AskDHR@dot.ca.gov](mailto:AskDHR@dot.ca.gov)**

Do you need a Reasonable Accommodation to take an interview?  
Please email [askdhr@dot.ca.gov](mailto:askdhr@dot.ca.gov) to request one by COB Aug 2 2018.



There is no guarantee of location preference and/or assignment

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

<b>CLASSIFICATION TITLE</b> Transportation Eng Tech	<b>OFFICE/BRANCH/SECTION</b> District 03/North Region Division of Project Development	
<b>WORKING TITLE</b> Transportation Engineering Technician	<b>POSITION NUMBER</b> 903-200-3175-xxx	<b>EFFECTIVE DATE</b>

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:**

Transportation Engineering Technician can be tasked in several engineering functions in the region. Based on annual workload and seasonal needs, the incumbent may be assigned by Caltrans to a variety of positions in an office or field environment. When working in North Region Project Development (NRPD), the incumbent will be under the direct supervision of a NRPD, Senior Transportation Engineer, and may receive direction from a Project Engineer (Lead Worker). When working in North Region (NR) Construction, the incumbent will be under the direct supervision of a NR Construction, Senior Transportation Engineer, and may receive direction from a Resident Engineer (Lead Worker). In either environment, the incumbent will perform various transportation engineering tasks. Travel to project sites will be required. Possession of a valid California Drivers License is required when operating a state owned or leased vehicle.

**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.

- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (System Performance - 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 - Teamwork)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (0, Organizational Excellence - 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)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Sustainability, Livability and Economy, System Performance - Teamwork)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Organizational Excellence - Innovation)
- **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 Efficiency, Sustainability, Livability and Economy - Teamwork)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

45%	E	When working in NRPD the incumbent will prepare project designs, plans, maps, estimates, specifications and reports under the direction of the engineer using computer programs and the latest Computer Aided Design and Drafting (CADD) software on the Caltrans engineering workstation. Gathers and analyzes technical information as a team member for the design of transportation projects. Performs mathematical calculations related to plans, maps, and estimates (quantities and costs). Assist in the preparation of roadway alignments, profile grades, superelevation, drainage facilities and other geometric features. Performs drafting of all types of plans, maps, working drawings and detailed drawings involved with transportation project contract plans, boundary line maps, as-built maps and utility conflict maps. Analyzes utility relocation plans as submitted by outside agencies and ensures data is retained in the Statewide Utility Database using Bentley Map. Act as the quality assurance technician for the branch, responsible for the accurate and efficient set up and delivery of project plans, maps, and estimates; prepares related reports and correspondence. Act as trainer for the branch with regard to the accurate and efficient set up and delivery of project plans, maps, and estimates; in that plans and maps are in conformance with the Plans Preparation Manual. Obtain and utilize the latest updates of the Plans Preparation Manual and drafting standards from HQ Division of Design and the CADD/GIS Support Office. Checks plans, maps, and estimates for completeness accuracy and conformity to standards. Attend project development team meetings, safety and constructability review meetings. Perform field work at project locations for design site investigations, utility verification, coordination and potholing.
45%	E	When working in North Region Construction the incumbent will make inspections of construction projects. Ensure compliance with plans and specifications, collect engineering data, assist in drafting and prepare specifications, change orders, contract estimates, and other documents and reports involved in the construction of projects. Check engineering calculations for accuracy; assist in the preparation of and processing of Extra Work Bills, checking against the Resident Engineers and Assistant Engineers' diaries, verify hours and dollar amounts against diaries, make field investigations and laboratory analysis of materials being used in construction projects and advise Resident Engineer of problems or situations on project sites.
10%	M	Perform special technical studies, investigations, and transportation engineering surveys or road inventories; prepares related reports and correspondence.

<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**

This position does not supervise or act in a lead worker capacity; however responsibilities include a leadership role in the CAD and CADD technology aspects of project development within the design branch.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: methods, materials, and equipment used in construction, surveying, and maintenance of transportation facilities; standards of alignment, grade of highways and other transportation facilities. Incumbent must have extensive knowledge of Computer Aided Drafting and Design software, the Highway Design Manual and the Caltrans Plans Preparation Manual, and knowledge of word processing and spreadsheet software.

Ability to: prepare plans, and estimates for construction or maintenance of transportation facilities; make accurate, neat, and concise engineering calculations, documents, and correspondence; use Computer Aided Design and Drafting (CADD) software, word processing and spreadsheet software, access and extract information from databases, make nonprofessional engineering decisions; perform drafting and mapping. Work with others cooperatively in a project team relationship; communicate effectively, both written and oral, with supervisors, fellow workers, and others. Must have the ability to incorporate new procedures or techniques and be able to receive instruction from the transportation engineer supervisor, leadworker, or designer on a continuous basis.

Analytical Requirements: must be capable of understanding transportation-engineering problems; must have a solid understanding of Geometry and Trigonometry; must understand traverse computations by conventional calculations and by computer applications. Must be able to obtain and analyze information from field survey notes and computer aided design programs; using and processing this information into earthwork quantities. Must know how contract item quantities are computed, and know the method of payment. Must be familiar with safe field review practices.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for the timely initiation and prosecution of project development tasks assigned and that all work complies with all applicable manuals, circular letters and directives. The incumbent is required to coordinate work with Headquarters, other Regions/ Districts, their functional units, as well as other involved departments.

Failure to diligently prosecute the above may delay projects, increase cost, and result in a less than satisfactory product.

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

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**PUBLIC AND INTERNAL CONTACTS**

At all times this assignment requires working effectively with other people. This includes personnel at levels within the North Region, other Districts, Headquarters, local agencies, FHWA, private industry, and the general public.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employees will be required to sit for long periods of time using a keyboard and video display terminal. Employee must be congenial and tactful when dealing with others while effectively and cooperatively accomplishing tasks. Frequent telephone interaction is common and necessary. Employees will also work under field conditions, which will entail walking on uneven terrain under variable weather conditions.

At times, the incumbent may have to be out on the project and at that time, the incumbent may have to stand for long periods of time, walk on slopes or uneven terrain, move and transport bags of material samples (weighing up to 50 pounds) to Materials Labs.

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**WORK ENVIRONMENT**

While working in the NRPD office, the incumbent will work in a climate-controlled office under artificial lighting. There will be periodic field trips to project sites, travel to meet with agencies, the public, and for training classes.

During the construction season, the individual may be loaned to construction to work as a construction inspector or materials tester, or in surveys. Incumbent may be required to live away from their permanent residence during the workweek.

When working outdoors, incumbent may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. During field work, use of heavy duty clothes and boots is required. Periodic overtime work and out of town overnight travel may be required. Travel may require the use of State supplied vehicles that vary in size.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

CLASSIFICATION TITLE Transportation Eng Tech	OFFICE/BRANCH/SECTION District 03/North Region Division of Construction	
WORKING TITLE Transportation Engineering Technician	POSITION NUMBER 903-502-3175-xxx	EFFECTIVE DATE

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:**

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**CORE COMPETENCIES:**

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- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (0, Organizational Excellence - Teamwork)
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Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
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**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

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10%	M	Perform special technical studies, investigations, and transportation engineering surveys or road inventories; prepares related reports and correspondence.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

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Ability to: prepare plans, and estimates for construction or maintenance of transportation facilities; make accurate, neat, and concise engineering calculations, documents, and correspondence; use Computer Aided Design and Drafting (CADD) software, word processing and spreadsheet software, access and extract information from databases, make nonprofessional engineering decisions; perform drafting and mapping. Work with others cooperatively in a project team relationship; communicate effectively, both written and oral, with supervisors, fellow workers, and others. Must have the ability to incorporate new procedures or techniques and be able to receive instruction from the transportation engineer supervisor, leadworker, or designer on a continuous basis.

Analytical Requirements: must be capable of understanding transportation-engineering problems; must have a solid understanding of Geometry and Trigonometry; must understand traverse computations by conventional calculations and by computer applications. Must be able to obtain and analyze information from field survey notes and computer aided design programs; using and processing this information into earthwork quantities. Must know how contract item quantities are computed, and know the method of payment. Must be familiar with safe field review practices.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

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**PUBLIC AND INTERNAL CONTACTS**

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**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

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**WORK ENVIRONMENT**

While working in the NRPD office, the incumbent will work in a climate-controlled office under artificial lighting. There will be periodic field trips to project sites, travel to meet with agencies, the public, and for training classes.

During the construction season, the individual may be loaned to construction to work as a construction inspector or materials tester, or in surveys. Incumbent may be required to live away from their permanent residence during the workweek.

When working outdoors, incumbent may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. During field work, use of heavy duty clothes and boots is required. Periodic overtime work and out of town overnight travel may be required. Travel may require the use of State supplied vehicles that vary in size.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

CLASSIFICATION TITLE Transportation Eng Tech	OFFICE/BRANCH/SECTION North Region/Office of Surveyors	
WORKING TITLE TET	POSITION NUMBER 903-201-3175	EFFECTIVE DATE

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 supervision, in a 1st and full journey working level capacity, to do complex nonprofessional surveying work in Caltrans. Under the direction of a licensed Land Surveyor, incumbents perform a wide variety of nonprofessional land surveying work in either an office or field setting. As incumbents progress in experience, they will be assigned more difficult work.

**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.

- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (System Performance - Commitment)
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- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Sustainability, Livability and Economy, System Performance - Teamwork)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Organizational Excellence - Innovation)
- **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 Efficiency, Sustainability, Livability and Economy - Teamwork)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	Incumbent assists the Transportation Surveyor/Party Chief or Transportation Surveyor/Lead worker in the reconnaissance, planning and execution of assigned survey fieldwork. Incumbent shall be effective in organizing and using work tools and time, in caring for equipment and materials and in following good work practices for vehicle and personal safety. The Incumbent shall follow good work practices operating and maintaining all precision survey instruments used by the survey crew, i.e., the digital level, the Total Station instrument and its data collector, GPS receivers, and all associated cabling, batteries, etc., e.g., the Incumbent shall prepare the data collector for different operations and correctly enter the data coding in accordance with recognized Caltrans and Regional practices and procedures, precisely set all observation targets and accurately report all height measurements, etc. Incumbent must be able to determine the most appropriate terrain and topographic points to be surveyed on design data surveys and must know how to properly operate a prism pole during observations on all types of surveys, i.e., Land Net surveys, Construction Surveys, Utility surveys, etc. Incumbent shall accurately communicate to the Instrument man or data collector operator the description and character of each observed point and the height of the prism pole. The incumbent shall be able to perform all calculations incidental to all construction staking, i.e., slope staking, bank plugs, finish grade, string line, etc., and determine the most appropriate location for any construction reference stakes to be set, the most appropriate equipment to be utilized, the acceptable methods and procedure to use, accurately, legibly and neatly mark all stake cards or stakes (lath), and document all staking performed.



**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

25%	E	The Incumbent shall set or recover and tie survey control, land net or R/W monuments in accordance with Caltrans and Regional practices and procedures and provide complete, accurate, neat and well organized documentation using Caltrans and Regional note forms, i.e., Survey Monument control sketches, Survey Control and Land Net Schema, Corner records, Construction Staking diagrams, etc.
15%	E	The Incumbent shall set out traffic signs and perform traffic control and lookout duties in accordance with Chapter 2 of the Caltrans Surveys Manual and the Caltrans Safety Manual. Incumbent shall clear brush and tree limbs, as permitted and needed using hand tools.
10%	E	The Incumbent shall properly operate the survey crew's field computer and the programs supplied for it, including the accurate and effective review and editing of survey observation data. Incumbent shall have the ability to transfer needed survey data to and from the Total Station data collector (Survey Controller) and to and from data transfer medians or storage devices. Incumbent shall be required to review and edit survey control data and coding, computing field closures and adjustments, review and edit terrain and topographic data and coding to assure accuracy and completeness.
5%	M	Incumbent shall assist in maintaining equipment, material inventory and determine equipment maintenance and replacement needs and any materials needed by survey crew.

<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**

The Transportation Engineering Technician does not supervise.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Fundamental surveying, mathematics and basic science as applied to surveying; methods of precise survey measuring; use and adjustment of precision surveying instruments; procedures; equipment and materials used in surveying, including conventional and state of the art; mapping and drafting techniques; mathematics and procedures used in plane surveying; computer applications and usage; Code of Safe Surveying Practices.

Ability to: Perform the less complex nonprofessional field and office surveying work; make precise survey measurements; make and interpret the less difficult survey calculations; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; perform mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise notes and correspondence; operate precise surveying instruments (conventional and state of the art); establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively. Effectively organize time caring for equipment, work tools and materials; follow good work practices for vehicle maintenance and personal safety. Follow good work practices operating and maintaining all precision survey instruments used by the survey crew, such as the digital level, the Total Station instrument and its data collector, GPS receivers and all associated cabling and batteries.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

A Transportation Engineering Technician must be responsible for the accuracy and completeness of the survey work that was subject to his/her decisions. Errors and omissions in survey data could require costly returns to the job site for corrections and adversely affect project delivery. Errors in construction stakes could lead to costly changes.

**PUBLIC AND INTERNAL CONTACTS**

A Transportation Engineering Technician on a survey crew deals with the traveling public during signing and traffic control operations on the highway. A Transportation Engineering Technician has contact with property owners at field locations and redirects all inquiries to the Party Chief, requests information from other departments as directed by the Party Chief and has contact with other governmental agencies and the public.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

This position requires the use of heavy-duty work clothes and safety boots. Manual labor can be expected to be intense. Position requires using cutting tools to clear brush, which can be dense and could include poison oak. Survey locations are often set in tick infested terrain. Incumbent can expect to drive survey stakes and markers with sledgehammers for extended periods. Extensive walking, often over steep and uneven terrain, while transporting stakes, supplies, and equipment is necessary. The incumbent can expect to work under very noisy conditions and is required to be tolerant of working within very close range of high-speed traffic and heavy equipment.

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

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**WORK ENVIRONMENT**

Incumbent must be able to travel to project locations away from their home requiring overnight travel; must be able to work overtime when needed; must be able to work on foot near heavy traffic; must be able to work in extreme weather conditions including wet, dusty and dirty environments; must be able to drive any type of vehicle requiring a Class "C" license in heavy freeway and highway traffic.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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