

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION 05-Design Project Development	
WORKING TITLE Transportation Engineering Technician	POSITION NUMBER 905-202-3175-003	REVISION DATE 09/21/2022

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Engineer, the Transportation Engineering Technician performs activities requiring basic engineering knowledge and skills for the preparation of plans, specifications, estimates, design drawings, written documents, presentations, and other related work for transportation projects. A driver's license is required when operating a state owned vehicle.

CORE COMPETENCIES:

As a Transportation Engineer Tech, the incumbent is expected to become proficient in 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, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Integrity, Stewardship)
- **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. (Employee Excellence - Stewardship)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Collaboration)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Stewardship)
- **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. (Employee Excellence - Collaboration)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Perform computer Aided Drafting (CAD) and manual delineation on different media types for project plans, design drawings, displays, plots, and other mappings. Use current drafting guidelines and tolerances.
25%	E	Use basic mathematical skills for calculations such as quantities, elevations, and distances. Prepare design drawings such as construction details, cross sections, and vertical profiles. These are needed as part of the design and project delivery process.
10%	E	Collect and record field data such as elevations and distances by using various survey instruments and other survey equipment. Research information relating to the project assignment through various records such as appraisal maps, as-built drawing, photo log, and various reports and databases.

ADA Notice

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10%	E	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hard-copy project files, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.
5%	M	Attend various Design, Project Development, Project Management, and mandated training courses. May provide formal or informal training to others related to Design or Project Delivery. Participates in internal and external teams and committees related to project delivery and design. Attends meetings such as staff, safety, project, and public meetings.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise others. May serve as a lead for functional guidance in training and assisting less experienced technicians

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to meet the following requirements: Knowledge of:

- Basic terminology and concepts related to transportation engineering work.
 - Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work.
 - CADD systems and software to prepare and modify drawings. Ability to:
 - Use office/field equipment, software, and computers applicable to office and field transportation engineering work. Such as survey, video, drafting, and reproduction.
 - Perform accurate mathematical calculations.
 - Effectively communicate both verbally and in writing at a level required for successful job performance.
 - Prepare and organize technical reports and other project related documentation to produce effective work products without repetitious direction.
 - Evaluate work methods and traffic conditions closely, both before and during the work, to assure safety when at project sites.
 - Learn and understand functions and organization of other work units within the department, procedures, and policies (such as sexual harassment prevention, discrimination, ethics, workplace violence prevention, and state equipment usage).
- Analytically to:
- Analyze situations accurately.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for accurate preparation of drawings, mathematical calculations, field and delineation measurements, and the documenting and filing project information. Failure may result in expensive waste of time and materials, cause additional work, jeopardize project and programmed delivery, require work to be redone, lead to loss of department credibility, increased liability, excessive contract claims, errors in payment, and affect the cost and schedule of improvement projects. Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment, and materials. Improper performance of duties and/or failures to adhere to established policies, procedures, and guidelines could lead to adverse action.

PUBLIC AND INTERNAL CONTACTS

While on office assignments, the majority of the contacts are with departmental staff. Occasional contacts may occur with the general public, property owners, technical/professional level staff of outside agencies, public agencies, contractors and their personnel and elected officials or their staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meeting locations.

Mental Requirements:

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- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner
- Resolve emotionally charged issues reasonably and diplomatically
- Develop and maintain cooperative working relationships with all contacts
- Receptive to change, new information, and new situations.

WORK ENVIRONMENT

The majority of the work performed while in Office assignments will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting. Field assignments may have exposure to moving vehicles, fog, field work, earthwork, paving operations, weather conditions, equipment, machinery, heat, cold, dust, gas, fumes, outdoor conditions, humidity, uneven ground, heights, and high decibels of noise.

Overtime may be required and vacation restricted during peak times and fiscal year-end closing. One day, overnight trips, or extended travel may be required. The typical office working hours are between 7:30 a.m. and 4:15 p.m. Monday thru Friday, and 40 hours per week.

May be required to go on loan to other units (i.e. Construction, Maintenance, Permits, Traffic, Office Engineer, PJD, etc) based on workload needs.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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