

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION District 03/North Region Project Development	
WORKING TITLE JET	POSITION NUMBER 903-200-3008-XXX	REVISION DATE

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

GENERAL STATEMENT:

Under close supervision from a Senior Transportation Engineer, to learn and perform the routine and nonprofessional tasks required by the surveying, drafting, hydraulic and transportation engineering disciplines; construction contract administration work; and to do other related work. Must possess a valid driver's license when operating a state owned vehicle.

CORE COMPETENCIES:

As a Junior Engineering Technician, 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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (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. (Safety - People First, Stewardship)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety - Innovation, Integrity, 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. (Safety, Prosperity - Innovation)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety - Integrity)
- 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. (Safety - Collaboration)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Incumbent will prepare project designs, plans, maps, estimates, specifications, permit reviews 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. 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.

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35%	E	Compiles statistical data and uses the data to construct graphs; prepares and/or checks survey and construction notes; prepares and reviews map revision reports; writes routine construction-related reports and correspondence; tabulates or plots field data; makes contour and land maps; plots engineering data on structure contour, and other types of maps; makes simple preliminary or construction drawings or tracings; makes elementary engineering computations; makes and/or checks routine quantity calculations; organizes and maintains construction-related drawings and documentation files.
10%	E	Makes simple inspections on engineering construction or maintenance work; provides assistance in traffic-related operations; prepares field samples of construction materials for testing; performs simple aggregate and compaction tests; assists in installing and operating hydro graphic measuring devices; participates in various types of hydro logic investigations.
10%	E	Incumbent shall assist in maintaining equipment, material inventory and determine equipment maintenance and replacement needs and any materials needed.
5%	M	Attend project development team meetings, safety and constructibility review 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
The Junior Engineering Technician does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of standard driving rules and principles of road safety; standard measurements of length; proper English spelling, grammar, and punctuation; simple mathematical concepts and principles; basic safety issues and considerations related to working in and around vehicular traffic and moving vehicles; and the methods and procedures for performing a variety of manual labor activities in a safe manner. Basic safe work practices to protect their own safety and health and that of others. Communicate effectively at a level required for successful job performance; do computing neatly and accurately; follow directions.

Ability to: understand and follow verbal and written instructions and work as a member of the team to meet the goals of the project in a safe and efficient manner; learn to perform pre-operation inspections of vehicles prior to operation to ensure appropriate working condition; work outdoors with long hours and sometimes difficult physical demands; read and comprehend simple measurements; understand and demonstrate safe working/operating methods of assigned tools and equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
A Junior Engineering Technician must be responsible for the accuracy and completeness of the work that was subject to his/her decisions. Failure to diligently perform the above tasks may delay projects, increase cost, and result in a less than satisfactory product.

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. May deal with the traveling public during signing and traffic control operations on the highway.

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). Position requires using cutting tools to clear brush, which can be dense and could include poison oak and locations are often set in tick infested 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.

WORK ENVIRONMENT
Working in the 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. Incumbent must be able to travel to project

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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.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE