

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION District 9/Traffic Operations/Encroachment Permits Office	
WORKING TITLE Encroachment Permit Engineering Technician	POSITION NUMBER 909-351-3175-006	REVISION DATE

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

GENERAL STATEMENT:

Under the general direction of the District Permit Engineer, the Encroachment Permit Engineering Technician (EP Tech) is accountable for processing, issuance and inspection of encroachment permits. The encroachment permit staff, including EP Tech, serve as the primary contact for developers, private property owners, public agencies, and others interested in obtaining an encroachment permit. The EP Tech is responsible for logging in and tracking work performed under approved encroachment permits. The Permit Engineering Technician keeps appropriate records documenting work performed to ensure compliance with state standards, accurate billing and history, provides monthly and annual production reports to the District Permit Engineer and performs duties necessary to protect the safety and integrity of the highway system.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration, 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 - Innovation, Integrity, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety - Collaboration, Innovation, Integrity, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Innovation, Integrity, 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. (Safety, Prosperity - Collaboration, Innovation, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Safety - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
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45%	E	<p>Serve as a member of the encroachment permit team in the role of Engineering Technician. Act as a point of contact for the public regarding proposed and approved encroachment permit projects. Monitor and manage the progress of encroachment permit projects. The incumbent may ensure encroachment permits are entered into the database, applications get appropriately logged, inspection diaries are inputted, completion notices are filed, final billing is sent, and the closeout/archiving process is completed.</p> <p>Incumbent may perform technical and field reviews of proposed projects. This includes but is not limited to conducting plan reviews, field reviews, permit application evaluation, pre-construction field reviews, construction inspection, and construction completion reviews of encroachment permit project. Provide regular field and stormwater inspection of permit projects in progress. Document work performed in permit inspections diary forms. The incumbent may review approved plans and ensure permits are being constructed in accordance with the approved plans, specifications, and permit provisions.</p> <p>Participate in the Inter-Governmental Review (IGR) process for local development projects.</p>
15%	E	Collect and record project field data such as elevations, slopes, and distance by using various equipment. Research information relating to encroachment permit projects through various records such as appraisal maps, as-built drawings, photo log and various reports. Use basic mathematical skills for calculations such as quantities, estimates, elevations, and distances.
10%	E	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy permit project files, administration of documents, scheduling meetings, faxing documents, making copies, scanning documents, and maintaining the office and field equipment.
10%	E	Manage archive systems and provide history of permits as needed by other departments. Maintain permits database(s) and network files, and scan records and plans to digital format.
5%	E	Serve as the primary District 9 contact for filming permit requests. Coordinate with maintenance, construction and other function units that may be affected by filming projects and assure film permits contain appropriate district specific provisions.
5%	E	Enter and track permit project lane closures using the lane closure system.
5%	M	Assist maintenance in the identification of unauthorized encroachments.
5%	M	Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meetings such as staff, safety, and encroachment permit project 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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of highway design, traffic engineering, traffic handling, safety practices, construction, planning, contract administration, the encroachment permit process, department policies and procedures, and the laws and regulations pertaining to vehicles traveling on State Highways.

The ability to work with others to coordinate work with other district functions, to analyze situations and assure proper solutions, to do field studies and prepare effective plans, reports and correspondence, and to effectively communicate verbally and in writing with other professionals, permittees, contractors and the general public to resolve conflicts and problems which may arise during the application and construction phases of a permit.

Good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its customers and partners.

The ability to understand and operate computer systems as well as to learn and adapt to new hardware and software.

The ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks.

The ability to work under pressure.

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DOT PM-0924 (REV 01/2025)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be responsible for assuring proper and timely processing of encroachment permits. Poor judgment or decisions could result in substandard construction within the State's right of way. Poorly coordinated work including traffic control may jeopardize the safety of the traveling public, contractors, and Caltrans employees. Failure to act properly could have an adverse effect on Caltrans' reputation and credibility.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be the first person contacted from potential permittees about new encroachment permit projects. Frequent contacts with outside parties including the general public, contractors, private and public sector engineers regarding encroachment work. Will coordinate and attend preliminary and pre-construction meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for extended periods of time during meeting, at a workstation and performing tasks utilizing a personal computer. Employee may be required to transport a laptop computer and portable printer while on field visits. Must be able to focus for long periods of time and may be required to occasionally lift, bend, stoop, and kneel. Incumbent must be able to lift and move up to 60 pounds. Employee will be required to operate a motorized vehicle and drive for extended periods of time in order to travel to remote locations in the District. Ability to walk on uneven ground while performing job duties. May be required to drive repeated routes to ensure the validity and accuracy of a site location. Travel in inclement weather, including, but not limited to, snow, rain, wind, and fog may be required. Employee may be subjected to some stress related to making immediate decisions about projects under construction.

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.

Employee will also be required to travel on occasion. field assignments may have exposure to traffic, lab work, field work, earthwork, paving operations, equipment, machinery, lab conditions, night work, high decibels of noise, dust, gas, fumes and weather conditions, including but not limited to fog, heat, cold, and humidity.

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