

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION 08/ Construction	
WORKING TITLE Transportation Engineering Technician - Inspector	POSITION NUMBER 908-500-3175-081	REVISION DATE 2/4/2026

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

GENERAL STATEMENT:

Under the direction of the Senior Transportation Engineer, incumbent performs a wide variety of non-professional engineering work in either an office or field setting. Performs duties associated with the administration of highway construction contracts by reviewing the work of Contractor Forces. Requires both day and night work. Will be assigned work based on Divisional and/or Departmental needs. Project sites vary throughout San Bernardino/Riverside Counties and in various environments; travel is required. Must possess and maintain a valid driver's license when operating State vehicles.

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. (Safety, Employee Excellence - Equity, People First, Stewardship)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Climate Action, Employee Excellence - Collaboration, People First)
- **Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Prosperity, Employee Excellence - Collaboration, Innovation, People First, Pride)
- **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, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Climate Action - Collaboration, Equity, People First, Pride, Stewardship)
- **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. (Equity, Prosperity - Collaboration, Innovation, Integrity, Pride, 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. (Equity, Employee Excellence - Collaboration, Equity, People First)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action, Employee Excellence - Innovation, Integrity)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Climate Action, Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Performs general construction and maintenance office duties relating to administration of construction and maintenance contracts such as quantity calculations, processing extra work bills, preparing progress estimates, and filing documents.

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40%	E	Makes inspections in enforcing compliance with plans and specifications on all phases of highway or bridge construction and maintenance projects such as earthwork operations, placing of base materials, paving with asphalt or concrete materials, materials control at asphalt or concrete batch plants, culvert construction, pile driving, concrete pours, striping and pavement delineation, and other miscellaneous roadway safety items. Inspects work as to the quality, quantity, and methodology. Records manpower and equipment usage along with pertinent details. Prepares documentation of the work performed.
10%	M	Performs field or laboratory physical tests of highway construction and other materials including collecting data and sampling construction materials in coordination with the Contractor's personnel.

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

Knowledge of properties and uses of engineering construction materials; methods and equipment of engineering construction and the Department's contract administration procedures.

Ability to inspect construction work and determine whether it meets specification requirements.

Ability to make neat and accurate engineering computations and notes and to prepare reports.

Ability to establish and maintain professional and cooperative relations with those contacted in the course of work and to communicate effectively.

Ability to apply sound judgment, analyze situations accurately and take effective action.

Ability to make decisions in the absence of higher-ranking personnel to ensure project flow and appropriately elevate issues.

Ability to operate office equipment (i.e., computers, telephone, fax copier machines).

Ability to comprehend and analyze specification requirements and test methods as they relate to the Contract Specifications.

Ability to recognize deficiencies as they arise and develop workable, effective solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decisions could affect public safety, resulting in tort liability for the Department, and completion of a substandard product.

PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely contact other Caltrans personnel, contractors, engineering consultants, the Federal Highway Administration and industry representatives to transmit or obtain relevant engineering information. These contacts will be verbal or written, as needed, to perform assignments. Must be able to represent the Department in training matters and properly respond to division management. Must be able to develop relationships and be willing to partner with local entities in the construction and oversight of projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Physical activities vary and any singular physical requirement may be for lengthy periods of time. May be required to sit and/or stand for long periods of time. Requires manual dexterity to operate computers (keyboard and video display terminal), field engineering equipment, testing and safety equipment. Activities include field measurements, inspections and observations, in addition to the reviewing and tracking documents and preparation of reports and various forms. Must be able to review documents, plans, and specifications in the format provided to field personnel and the contractors. Must be able to review the contract documents as they are maintained by the contract administrators. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces that are near freeways, highways, roads and construction sites. Physical activities require the ability to walk, stand, stoop, bend, twist, crouch, kneel, crawl, push and/or pull, reach overhead and lift, move and/or carry equipment/items weighing 50 pounds or more. Hearing and sight are both essential to job performance because the incumbent must be able to hear directions, traffic and equipment, and must see to perform his/her duties safely. Corrected vision/hearing is acceptable. Night vision must be good for safety when working after dark. Must be able to travel to field offices, field meeting locations, and construction sites, may also travel to other District Offices and Headquarters; therefore, incumbent must be able to travel by car or commercial transportation. Incumbent must be able to travel using a car; vehicles will vary from passenger cars to one-ton pickup trucks. This travel may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling of the vehicle's occupants.

Mental: Must be able to sustain mental activity to write reports, perform audit of man-hours worked, identify equipment/supplies used, problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action.

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Emotional: Must be able to maintain emotional control during conflicts with contractor and/or coworkers. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation. Must consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; must be tactful and treat others with respect.

WORK ENVIRONMENT

This position requires the incumbent to work both indoors and outdoors. While in an office location, incumbent may work in a climate-controlled area under artificial lighting. Offices may be fixed buildings or trailers. Work consists of five, eight-hour days and may require travel, overtime, weekend and night work. Night work requires ability to work under and with artificial lighting. Field locations may be in the metropolitan area or at remote sites in the vicinity of and exposure to ongoing construction project activities and on and off-highway vehicular traffic. Outside activity includes exposure to sunlight, moving traffic, loud noise, weather conditions of extreme heat and/or cold (including heat up to 120 degrees, cold as low as 15 degrees, strong winds, rain, sleet and snow), dust, and working on uneven terrain adjacent to heavy equipment while on foot and in vehicle. May come in contact with hazardous materials, pesticides, chemicals (i.e. paints, cleaners, solvents, etc.). Hard hat and safety vest or approved safety shirt, acceptable footwear, and other appropriate personal protective equipment must be worn/utilized at all times in the field without exception.

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