

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE Junior Engineering Technician | OFFICE/BRANCH/SECTION District 03/NR Surveys (Field) | |
| WORKING TITLE JET | POSITION NUMBER 928-201-3008-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 the close supervision of a Transportation Surveyor Party Chief (Caltrans) or Lead Worker, the incumbent will function as an entry level trainee member of a field survey crew. He or she will learn and perform the most routine, sub-professional survey related duties in a field or office setting.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity, Prosperity - Innovation)
- **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. (Employee Excellence - Collaboration, Integrity, People First, 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, Equity - Collaboration, Stewardship)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Prosperity - Equity, Pride)
- **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, Employee Excellence - Equity, 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. (Safety, Equity, Employee Excellence - Collaboration, Innovation, People First)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Safety, Employee Excellence - Collaboration, People First, Stewardship)

TYPICAL DUTIES:

| Percentage | Job Description |
|------------|--|
| 45% E | Works closely with the Party Chief and survey crew to ensure complete and accurate data collection, note keeping, and field sketches. Utilizes a survey rod, chain and other survey equipment to set points, measure distances and establish elevation points; holds and sets targets and back sights for line and grade; cuts and clears brush, debris and other materials as directed to improve lines of sight and/or facilitate other survey activities. Marks survey stakes and lath with field information as directed, places a variety of construction stakes based on per-determined survey calculations. |

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| 35% | E | Performs basic survey calculations using addition, subtraction, multiplication, division, fractions, percentages, algebra and geometry. Effectively accomplishes workload and assignments, meeting overall performance objectives and specific deadlines; works as part of a group or team to complete work tasks and assignments; in the completion of all tasks, maintains a safe working environment. Works safely in the use of all survey equipment in field and/or office locations, as well as in and around vehicles and traffic. |
| 15% | E | Operates a wide variety of standard and specialized office equipment such as personal computer hardware/software, scanners, copiers, plotters and printers; operates a personal computer to prepare documents and compile information using various software applications; organizes and maintains survey-related drawings and documentation files in the office; provides/prints maps and documents as requested by surveyors, engineers, private property owners and district personnel. |
| 5% | M | Performs other survey related functions as required, such as acting as flag person, cleaning of equipment, pre-operation inspection and fueling of vehicles. Reads and comprehends a variety of technical materials, including manufacturer's instructional materials. |

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.

Ability to: understand and follow verbal and written instructions and work as a member of the survey crew 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 survey measurements; understand and demonstrate safe working/operating methods of assigned tools and equipment. As incumbent progresses in experience, may be assigned more challenging work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the accuracy and completeness of the survey work that was subject to his/her decisions. Errors and omissions in survey data should be insignificant as all work shall be checked by others.

PUBLIC AND INTERNAL CONTACTS

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

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires the use of heavy-duty work clothes and safety boots; using cutting tools to clear brush, which can be dense and could include poison oak. Incumbent can expect to lift and swing a sledge hammer weighing approximately 10 pounds to place stakes, monuments, hubs and tack and to break apart material; perform a variety of heavy physical labor tasks, including the lifting and transporting of equipment/material weighing up to 60 pounds; extensive walking, often over steep and uneven terrain, while transporting stakes, supplies, and equipment is necessary. Incumbent works cooperatively and effectively with those contacted during the course of work, including frustrated, angry or emotional individuals; interacts effectively with supervisors, co-workers, staff from other agencies, contractors and others while contributing to the overall quality, efficiency and productivity of the work unit.

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

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freeway and highway traffic. Survey locations are often set in remote and tick infested terrain. 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.

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

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