

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION District 03/NR Surveys (Office)	
WORKING TITLE JET	POSITION NUMBER 927-201-3008-XXX	REVISION DATE 05/07/2026

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

GENERAL STATEMENT:

The incumbent works under the close supervision of a Senior Transportation Surveyor. The incumbent will function as an entry level trainee. He or she will learn and perform the most routine, sub-professional survey related duties in a Survey or Right of Way Engineering office environment.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (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)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Equity - 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 - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
45% E	Working under the close supervision of a Senior Transportation Surveyor, the incumbent will 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.
35% E	Perform accurate Survey calculations using basic mathematics, algebraic, geometric and trigonometric functions and concepts; accurately convert between units of measurement, such as US Survey foot, meters, chains, etc.; research, retrieve and process data using available technology; 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; Works safely in the use of all office equipment.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

15%	E	Operates a wide variety of standard and specialized office equipment such as personal computer hardware/software, scanners, copiers, plotters and printers to prepare documents and compile information.
5%	M	Performs other survey office related functions as required, reads and comprehends a variety of technical materials such as Surveys Manual, Right of Way Manual and the Caltrans Safety Manual.

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 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 office environment
Ability to: understand and follow verbal and written instructions and work as a member of the survey office to meet the goals of the project in a productive and efficient manner; exercise sound judgment and common sense when making decisions and formulating actions; remain alert and pay attention to work surroundings for extended periods of time while working alone or with minimal interaction with others. 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 office survey work should be insignificant as all work shall be checked by others.

PUBLIC AND INTERNAL CONTACTS

A Junior Engineering Technician in a survey or right of way engineering office may interact with the public or other governmental agencies, he or she will redirect all inquiries to the Senior Transportation Surveyor.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent works cooperatively and effectively with those contacted during the course of the work day, 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

This is an office position. The incumbent must be able to sit and stay focused for extended periods of time. The incumbent must be considerate to others in the Survey office environment so as to not become a distraction.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.