

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION District 3 / NRPD / Redding	
WORKING TITLE Junior Engineering Technician	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:

The incumbent works under the close supervision of a Senior Transportation Surveyor under the umbrella of North Region Project Development in District 3 but physically located in District 2 in the City of Redding. The incumbent will function as an entry level trainee. He or she will learn and perform the most routine, sub-professional land survey related duties in a 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Collaboration)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Integrity)
- **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 - Integrity)
- **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 - Integrity)
- **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. (Employee Excellence - 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. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	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 land survey-related drawings and documentation files in the office; provides/prints maps and documents as requested by land surveyors, engineers, private property owners and district personnel.

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35%	E	Perform accurate land 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.
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 land survey office related functions as required, reads and comprehends a variety of technical materials such as Land 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 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 office environment.

Ability to: understand and follow verbal and written instructions and work as a member of Right of Way Engineering 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 land survey work that was subject to his/her decisions. Errors and omissions in Right of Way Engineering land survey work should be insignificant as all work shall be checked by others.

PUBLIC AND INTERNAL CONTACTS
A Junior Engineering Technician in a 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 or another 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 and work well with others in the Right of Way Engineering office environment and other Divisions.

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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