

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Mechanical Engineering Technician I	Quality Assurance & Fleet Mgmt/Quality Assurance/3240	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Equipment Inspector	932-001-3595-xxx	01/25

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

GENERAL STATEMENT:

This is the entry and first working level of the series. Within the Division of Equipment (DOE) and under the supervision of a Senior Equipment Engineer, the incumbent assists in the daily operations of the Quality Assurance Branch. The typical duties will be to assist the MET II or MET III perform inspections of new highway maintenance equipment and vehicles purchased by Caltrans for the Quality Assurance Branch to inspect. In this capacity, the incumbent will assist inspecting and testing equipment to assure compliance with equipment purchasing specifications and drawings and operational functionality. The incumbent will assist in reviewing and evaluating contract specifications and designs, as well as purchase order documents, to provide process support to the other inspectors, and to make continuous improvement recommendations. The incumbent will prepare analytical work as assigned to assure compliance with equipment purchasing specifications and drawings and operational functionality. This position requires extensive travel within the state, with occasional out of state travel

CORE COMPETENCIES:

As a Mechanical Engineering Technician I, 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. (Employee Excellence - Stewardship)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - 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 - Integrity, People First)
- **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. (Prosperity - Innovation, Stewardship)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity - Collaboration, Equity, People First)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Integrity, People First)
- **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. (Prosperity - Collaboration, People First, Pride)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Innovation)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety - People First, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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35%	E	Works in various locations assisting MET II or MET III inspecting equipment, including functional operational tests when appropriate. In assisting during the inspection, employee works closely with the MET II or MET III, and manufacturers/ vendors of the equipment to resolve contract compliance verification questions. He/ she must physically inspect to all pertinent engineering requirements of the specification. Applies knowledge of laws and regulations as they relate to highway maintenance equipment and vehicles, while complying with all departmental safety policies and procedures. Incumbent prepares detailed inspection reports and may communicate to the manufacturer/vendor in areas that equipment/ vehicles do not comply with specification or drawings.
30%	E	Reviews all pertinent engineering, and procedural requirements of the specifications, the design drawings, and the purchase documents to ensure the congruency, completeness and accuracy of what is provided, and assists the other Quality Assurance Inspectors in reviewing their work. Incumbent prepares detailed recommendations or reports documenting any noncompliance issues for the Supplier and Division of Equipment (DOE) engineering staff for resolution. May communicate to the DOE Specifications or Design Engineers, Equipment Acquisition/ Purchasing Managers, or functional managers in the areas that equipment specifications or purchase contracts do not comply with established purchasing procedures or departmental policies. Researches new laws/ regulations related to equipment and vehicles to ensure DOE is following mandates and contractual language. Prepares recommendations to bring specifications, drawings or purchase documents into a cohesive contract. Tracks each aspect or recommendation in subsequent purchase cycles to ensure the purchase contract and documents are ready for the other Quality Assurance Inspector's field inspections. Maintains records and files of all Purchase Estimate (PE) / Purchase Order files.
25%	E	Attends design review, pre-bid ad post award meetings on site, to ensure interests of the Quality Assurance Branch are represented. May act as a preemptive problem solver for Quality Assurance, with respect to specifications, drawings, processes, and purchase documents by actively participating in the Design review process. Assists MET II or MET III perform technical tests and prepare performance test results on various kinds of equipment, e.g., snow blowers, street sweepers, tractor mowers, and other highway maintenance equipment. Assists MET II or MET III with performance testing. Helps ensure maintenance, security, and readiness of necessary test equipment.
5%	M	Does personal time and record keeping, attends safety meetings and performs miscellaneous research as directed.
5%	E	Uses electronic databases, spreadsheets and email to provide documentation regarding inspection reports and related resolution emails, or documents provided by Supplier. Communicates with Suppliers, Specification Engineers and other related branches of the Division in relation to quality assurance issues such as those discrepancies noted on the inspection reports

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

May provide guidance to a student assistant or give general guidance to others during contract performance testing.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Basic knowledge of all aspects of highway maintenance equipment/vehicles in relation to mechanical, electrical, welding and hydraulic performance. Required to analyze equipment functions, as they are required in the specifications and drawings. Ability to: lift and carry 100 lbs. with proper equipment or assistance; travel by various methods including air, common carrier, or vehicle; crawl under, and climb over any DOE equipment; sit at a desk and operate office machines for extended periods; read and analyze drawings, and identify discrepancies; do simple engineering calculations; verify as-built plans or narrative descriptions from a specification contract; correlate designs, drawings and data with physical conditions and to report any discrepancies; inspect complex mechanical systems to verify contractual compliance; communicate verbally and create good working relationships with Caltrans employees and contacts in the private sector; prepare reports, with clarity and sufficient detail, so as to effectively communicate problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inspection of highway maintenance equipment and vehicles has a critical impact on safety, cost, and legal aspects to Caltrans. An error in judgement by the personnel in this position could result in significant costs to the State through liability, repairs or corrections of non-compliant items. Nonconforming safety issues could also result in injury or death to personnel or the traveling public.

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PUBLIC AND INTERNAL CONTACTS

Contacts with Caltrans employees, private sector and public agencies, and various small business enterprises are required in the performance of the duties of this position. The employee is a representative of the State of California, and the Division of Equipment, and as such must conduct himself/herself in a professional manner and appearance at all times.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may climb into and under trucks and equipment, will work at a computer keyboard, drive a passenger vehicle, and can work infrequently in snow and ice conditions, or open parking lots in hot summer conditions. The employee will be required to learn and apply mobile equipment technologies as they develop, and then instruct or inform others in their respective application. Employee will explain to Equipment Specification or Design Engineers and Equipment Acquisition / Purchasing Mangers the area where their product does not allow for the successful consummation of the contract process. Employee will work with the Specification writer or Design Engineer to insure there is a documented improvement critique or report for each specification. Employee may have to constructively react to the emotions of others when his/her product is found incomplete or incongruent, and negotiate correction of the errors or oversight, generally with the concurrence and direction of the Division Specification Engineer, Design Engineer, or the Equipment Acquisition/ Purchasing Manager.

WORK ENVIRONMENT

While completing his/her duties, during any given day, the employee may be working outdoors up to 100% of the time. The employee may be in an air-conditioned vehicle up to 75% of the time or working in a climate controlled office at a desk up to 100% of the time.

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
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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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