

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION North Region Office of Surveyors	
WORKING TITLE Transportation Engineering Technician	POSITION NUMBER 927-201-3175-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 direction and supervision of a Senior Transportation Surveyor or Transportation Surveyor, Range D, the Transportation Engineering Technician performs activities requiring basic surveying knowledge and skills for the preparation of maps, estimates, written documents, and other related work for surveying projects.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (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. (Employee Excellence - Integrity)
- 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. (Prosperity - 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. (Employee Excellence - Integrity)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - People First)
- 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. (Prosperity - Integrity)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Pride)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹		Job Description
50%	E	The incumbent will perform Computer Aided Drafting (CAD) delineation for the preparation of various types of right of way engineering mapping including base maps, acquisition (right-of-way) maps, monumentation maps, exhibit maps, and resolution of necessity plats at the direction of the Transportation Surveyor or lead person using current Right of Way Engineering mapping standards.
15%	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.
15%	E	Research and retrieval of information relating to the project assignment through various records such as appraisal maps, deeds, as-built drawings, GIS and documents of other public agencies. Respond to document and map requests from internal departments, outside agencies and the public.

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5%	E	Assist Transportation Surveyors in the preparation of deeds, legal descriptions, and other project related documents.
5%	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%	E	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.
5%	M	Accurately reports time worked and charges in the time reporting system provided.

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 Transportation Engineering Technician does not supervise.

- KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
- Department and work unit policies and procedures such as sexual harassment, violence at the workplace, discrimination, ethics, and state equipment usage.
 - Conventional and state-of-the-art equipment and computers applicable to office right of way engineering work
 - Perform basic mathematical calculations.
 - Use CAD systems and software to prepare and revise maps.
 - Effectively communicate both verbally and in writing at a level required for successful job performance.
 - Prepare project documentation.
 - Analyze situations accurately and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for accurate preparation of maps and documents, mathematical calculations, and the documentation and filing of project information. Errors may delay project delivery or require work to be redone.

PUBLIC AND INTERNAL CONTACTS
The majority of the contacts are with departmental staff. Occasional contacts can be expected with the general public, public agencies, and elected officials or their staff.

- PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
- The incumbent must be able to meet the following requirements: Physical Requirements: Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Mental Requirements: Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
 - Work within a noisy and occasionally distracting work environment.
 - Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

- Emotional Requirements: Deal with all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
 - Develop and maintain cooperative working relationships with all contacts.
 - Receptive to change, new information, and new situations.
 - Overtime may be required and vacation restricted during peak times and fiscal year-end closing.

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 Survey 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