

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION DES/METS/Office of Central Laboratories (OCL)	
WORKING TITLE TET-Chem Branch	POSITION NUMBER 559-320-3175-018	REVISION DATE 07/22/2026

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

GENERAL STATEMENT:

Under the supervision of a Senior Chemical Testing Engineer and under general direction of an Associate Chemical Testing Engineer, the incumbent is responsible for a wide variety of tasks in the Chemical Testing Branch. This includes, but is not limited to physical and analytical testing of paint, thermoplastics, glass beads, coatings, and other materials used in transportation maintenance and construction projects. Field evaluation of materials may be required. The technician maintains records of fiscal budget allocations and expenditures for major and minor equipment orders, laboratory supplies, travel and publications. The technician assists in preparation of specifications, reports, service contracts and correspondence. Identifies, describes and labels all materials to be tested and transfers this information into the sample tracking database. Applies knowledge of chemistry, mathematics, test methods, computers, computer software, contract and procurement procedures, hazardous materials and safety requirements to perform duties and comply with deadlines.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity - Collaboration, Integrity)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration)
- 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. (Safety - Collaboration, Integrity)
- Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity - Collaboration, People First)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, People First)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - 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. (Safety, Equity - Collaboration, Stewardship)
- Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Employee Excellence - Collaboration, Stewardship)
- 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. (Safety, Employee Excellence - Collaboration, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Properly identify, describe and label in-coming samples to be tested. Transcribe sample information into the Sample Tracking and Testing System (STATS) and/or the Data Interchange for Materials Engineering (DIME) database. File paperwork associated with sample testing.

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30%	E	Process purchase orders. maintain records of budget allocations and expenditures for major and minor equipment orders , laboratory supplies, travel and publications. Maintain an equipment database that includes an inventory of all equipment, identification of new equipment, equipment transfers, and surveys. Maintain the Safety Data Sheet (MSDS/SDS) logs and update these as needed. Apply knowledge of hazardous materials in accordance with CAL-OSHA regulations and Title 22 of the California Code of Regulations to safely identify, record and store hazardous chemicals and waste.
25%	E	Perform physical and analytical testing of paint, thermoplastics, glass beads, coatings and other construction materials.
5%	M	Perform field evaluations of materials, special assignments, and other duties as required. Assist in preparation of specifications, reports, service contracts, and correspondence.

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
This position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of general chemistry and mathematics is required. This includes the general operation of an analytical chemistry laboratory and familiarity with the hazards inherent within this environment. Must be able to analyze specific problems and develop an effective course of action. Good written and oral communication skills and the ability to use computer programs and databases are also required. Must be capable of working effectively with other personnel.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Failure to follow established procedures and methods within the chemistry laboratory could result in loss of life and property. In addition, failure to keep thorough, accurate records or meet deadlines may result in legal actions and job delays.

PUBLIC AND INTERNAL CONTACTS
This position requires frequent and regular contact with co-workers within; Materials Engineering and Testing Services, the Office of Structures Maintenance and Investigations, Construction, and other divisions within the Department. Occasional contact with other governmental agencies, vendors, and the public can be anticipated.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Incumbent will be required to sit or stand for long periods of time using various laboratory instruments and equipment, including but not limited to optical instruments, computers, and other equipment commonly used in a chemical testing laboratory. Incumbent may also be required to move objects weighing up to 40 pounds. The incumbent must develop and maintain cooperative working relationships with co-workers, and meet and deal tactfully with the public and other Department staff. The position requires the ability to maintain clear, accurate records and good verbal and written communication skills. Dexterity to handle small samples and the ability to organize and work on several separate tasks while working in a common work area is required. Possession of a valid Class C driver's license is desired. Incumbent will be required to climb ladders and conduct work at elevated heights over water or traffic.

WORK ENVIRONMENT
Incumbent will normally work in a climate-controlled chemical laboratory under artificial lighting. Incumbent may be exposed to dirt, dust, noise, chemicals, x-rays, and uneven surfaces. Occasional fieldwork is required. Fieldwork will entail working adjacent to heavily traveled streets and highways and work at elevated heights above or beneath steel or concrete structures. Incumbent will be exposed to ambient temperature and humidity conditions, hazardous dusts and/or chemical fumes, and high levels of noise.

As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees will be given temporary assignments on DES projects throughout the State as workload demands. Occasional cross training in other TET positions at the Translab will occur as needed.

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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
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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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