

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION District 03Surveys (Office)	
WORKING TITLE JET	POSITION NUMBER 927-201-3008-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. 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.

- **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. (Prosperity - Collaboration)
- **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. (Equity - 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 - Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity - 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. (Safety - 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. (Employee Excellence - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Pride)

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.

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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.
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%	E	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 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 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 and work well with others in the Survey office environment and other Divisions.

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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
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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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