

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION D3 / NR Construction	
WORKING TITLE Office/Field Engineering Technician	POSITION NUMBER 928-502-3008-XXX	REVISION DATE

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

GENERAL STATEMENT:

Under the close supervision of a Senior Transportation Engineer (Caltrans) and/or general direction of a Transportation Engineer (Civil), the Junior Engineering Technician (JET) will function as an entry-level member of a construction field office staff. The incumbent will learn basic construction principles and perform nonprofessional construction-related duties in a field or office setting. Based on annual workload needs, the incumbent may be re-assigned to different construction offices within District 2.

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 - Equity)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Equity)
- 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. (Employee Excellence - Collaboration, 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. (Employee Excellence - Innovation, Stewardship)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, People First, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, People First, Pride)
- 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, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration)
- 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 - Equity, Innovation)

TYPICAL DUTIES:

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

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50%	E	Works closely with the Resident Engineers and construction field staff, the Junior Engineering Technician (JET) will learn to utilize basic construction equipment and perform various other nonprofessional construction-related duties. Assists the field office and make simple inspections on engineering construction contracts to recognize the contractor's work is in compliance with contract documents, document locations, materials, labor, and equipment used; this includes full-time and intermittent inspections during all construction phases. The incumbent will work under direct supervision and help the construction field staff with inspections including excavation & embankment, shoring, compaction, material sampling, placing sub-base and base, placing drainage systems, placing concrete & Hot Mix Asphalt pavement, concrete barriers, Irrigation and landscape, SWPPP, make and check measurements of daily quantity calculations for progress payments and conduct labor compliance interviews. The incumbent will perform routine simple inspections on engineering construction work and will learn to recognize and notify the Contractor and the construction field staff when work is not in compliance. Incumbent will be trained to perform essential duties assigned by the Senior Transportation Engineer and the Resident Engineer.
45%	E	While working in the Construction Field Office, the incumbent will assist the construction field staff with organizing, processing and maintaining complete and accurate project records, filing or downloading all Contract Documents including monthly progress pay estimates, extra work reports, contract change orders, labor and equipment records, correspondence and personnel records. Assists the construction field staff in the office by determining equipment maintenance and replacement needs. Will be trained to request COZEED when needed, requesting compaction / Plant Inspection tests as required, reviewing traffic closures submitted in the Lane Closure System (LCS) for compliance with the Special Provisions, Reviewing Extra Work bills (EWB) submitted by the Contractor in the EWB system, preparing various spreadsheets to track contract documents. Assists in coordinating field and office meetings.
5%	M	Makes regular trips to the District Office Building or other field offices to drop off or pick up mail, Contract Change Orders, equipment, and other necessities. Attends, participates, and completes mandatory and career development related training sessions. Attends unit/ branch/divisional/ and departmental staff meetings and safety meetings.

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 does not supervise or act in a lead worker capacity. The incumbent will receive close supervision from a Senior Transportation Engineer and/or direction from a Transportation Engineer (Civil).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Ability to communicate effectively, oral and in writing, document work performed daily.
- Proper use of English, spelling, grammar, and punctuation.
- Ability to use Microsoft Word and Excel sheets.
- Standard measurements of length.
- Simple mathematical concepts and principles.
- Basic safety issues and considerations related to working in and around vehicular traffic and moving vehicles.
- Methods and procedures for performing a variety of manual labor activities in a safe manner.
- Code of Safe Construction Practices.Ability to:
- Perform assigned tasks in a timely and thorough manner.
- Effectively accomplish workload and assignments, meeting overall performance objectives and specific deadlines.
- Read and follow verbal and written instructions.
- Work as a member of the survey crew to complete the project's goals safely and efficiently.
- Learn to perform pre-operation inspections of vehicles before the operation to ensure appropriate working conditions.
- To work outdoors with long hours and sometimes challenging physical demands.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has a shared responsibility with the project team members for all work, decisions, actions, and consequences of filed construction inspection and contract administration. The incumbent also has the responsibility to remain ethical in completing his/her duties.

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PUBLIC AND INTERNAL CONTACTS

Must work closely with all levels of Caltrans staff and the Contractor. Must maintain open communication with internal functional offices and Contractors and their representatives. Must act professionally at all times as a representative of Caltrans. Redirect all inquiries to the field staff and/or resident engineer.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent may be required to sit for long periods using a keyboard and video display terminal. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required but not frequent. Must be able to transport various objects that are less or equal to 60 pounds or more. Occasional twisting of neck and waist. Must be able to multiple field locations and be required to move across uneven surfaces, traverse across ragged terrain, hilly areas, or uneven grounds to conduct business. Physical activities vary, and any particular physical requirement may be for lengthy periods. Hearing and sight are both essential to job performance because the engineer must be able to hear directions, traffic, and equipment and must see to perform his/her duties safely. Corrected hearing is acceptable. Sight must be corrected to the State of California, Department of Motor Vehicles standards for safely driving a vehicle. Night vision must be suitable for safety when working after dark. Incumbent must be able to walk, stand or sit for long periods.

WORK ENVIRONMENT

Employees will be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Incumbent may be required to travel to work sites in Siskiyou, Lassen, Modoc, Trinity, Shasta, Plumas, and Tehama Counties and will need a valid to driver's license to drive a State vehicle. Vacations may be restricted during peak times. Night and weekend work, overtime and flexible hours may be required. Use of computers and other office equipment is required. The job may have exposure to chemicals, equipment, machinery, heat, cold, dust, outdoor conditions, indoor conditions, and humidity. May have exposure to high decibels of noise. Hard hats, safety vests, and appropriate safety equipment must be worn at all times in the field, with no exceptions. The incumbent will have exposure to high volumes of paperwork, filing, and data entry. While at their field office, employees will work in a climate-controlled office under artificial lighting.

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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