

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Materials and Research Engineering Associate (Specialist)	District 03/North Region Construction/Redding Materials Lab	
WORKING TITLE	POSITION NUMBER	REVISION DATE
DIME Coordinator/Assistant Lab Manager	928-502-3381-XXX	

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 Transportation Engineer, the incumbent coordinates the use of the Data Interchange for Materials Engineering (DIME) database by the lab's material testers. Assists the Lab Manager with Job Mix Formula (JMF) reports. The incumbent will be encouraged to take independent action with significant decisions and final recommendations reviewed and generally concurred with by the District Materials Engineer. The position requires effective communications with internal programs and private stakeholders.

CORE COMPETENCIES:

As a Materials and Research Engineering Associate (Specialist), 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 - Collaboration)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation)
- 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 - Innovation)
- 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. (Equity - Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Collaboration)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity)
- 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 - Collaboration)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity - Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Incumbent is the DIME Coordinator for the North Area. DIME stands for the statewide "Data Interchange for Materials Engineering" database for materials testing results. The DIME Coordinator manages the use of DIME by lab testers and for Job Mix Formula (JMF) reporting. The incumbent assists the lab manager in using DIME to generate JMFs. Participates in periodic training and meeting with METS-HQ to further develop, improve, and implement DIME.
35%	E	Performs materials testing on aggregates and concrete for JMF reporting and quality assurance on State highway contracts. Performs R-values for soil for materials engineering reports. Performs tests on hot mix asphalt (HMA) including use of the gyratory compactor and Hamburg wheel test tracker. Reviews test reports from other materials testers. Is leadworker for materials testers.

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20%	E	Manages the AASHTO Accreditation program. This entails handling all correspondence and billing issues with AASHTO. The incumbent is also responsible for ensuring proficiency testing samples are performed by the appropriate materials tester, and ensuring the proficiency testing results are accurately reported to AASHTO. The incumbent also makes sure that all AASHTO-required testing equipment maintenance and calibrations are performed per the lab's AASHTO quality manual.
10%	M	Assists DME and lab manager as needed. Maintains inventory of state assets including materials laboratory equipment. Researches and purchases, services, laboratory tools and supplies, and office supplies utilizing Cal-Card and other purchasing methodologies. Inputs data, prepares reports, and correspondence. Attends interagency and internal project 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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
This position requires knowledge of computers, databases, and the Internet. Requires a knowledge of and experience in the AASHTO Accreditation program. Requires a thorough knowledge of materials and construction-related processes, test methods, regulations and manuals of instruction. Must be able to perform materials testing under the California Manual of Test Methods, AASHTO, and ASTM test methods. Must be an effective communicator to coordinate data with other employees, as well as various agencies, suppliers, and private sector laboratories. Must be knowledgeable regarding the maintenance and calibration of test equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Failure to adequately use DIME and incorporate it into the JMF reporting process may result in delays and wasted time. Responsible for the accuracy and completeness of sample preparation and physical tests performed. Inaccurate test results can have serious financial and credibility consequences for Caltrans. Safe work practices must be followed at all times for accident/injury prevention.

PUBLIC AND INTERNAL CONTACTS
Requires contact and communication with suppliers of materials, resident engineers, design personnel, external lab personnel and could require contact with other State Agencies. Minimal public interaction is required. Occasionally handles inquiries from contractors and general public for technical information on materials testing of State highway projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employees will be required to stand for long periods of time performing tests. Will be required to carry boxed/bagged sample material weighing up to 50 pounds into and throughout the Materials Laboratory. Incumbent must be able to work in noisy and dusty conditions. Must be able to develop and maintain cooperative working relationship. Incumbent will work as member of a team, stay out of town, drive long distances, and work overtime.

WORK ENVIRONMENT
While working in the office, the incumbent will work in a climate-controlled office under artificial lighting. When working in the lab area or outdoors, employee may be exposed to dirt, dust fumes, noise, uneven surfaces, and/or extreme heat or cold.

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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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