

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION North Region Construction	
WORKING TITLE Transportation Engineering Technician	POSITION NUMBER 903-502-3175-XXX	REVISION DATE

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

GENERAL STATEMENT:

The Transportation Engineering Technician (TET) may be assigned to perform various engineering functions within the Region. Based on annual workload and seasonal needs, the incumbent may be assigned by Caltrans to support a variety of programs and activities in an office environment. When working in North Region (NR) Construction, the incumbent TET is located in the NR Construction Office in Marysville and works under the direct supervision of a Senior Transportation Engineer, NR Construction. Possession of a valid California Driver's License is required when operating a state-owned or leased vehicle.

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, Prosperity, Employee Excellence - Collaboration, People First)
- 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, Pride, Stewardship)
- 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, Employee Excellence - Collaboration, Integrity, Stewardship)
- 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, Employee Excellence - Collaboration, Integrity, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, People First, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Integrity, Pride, Stewardship)
- 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, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Employee Excellence - Collaboration, Innovation, Pride, 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. (Employee Excellence - Collaboration, Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Provide contract administration support in the following areas: - Establish Construction Administration Database (CADb) folders for new projects. - Upload and input Contract Transaction Input (CTI) files. - Input funding and contractor information into applicable databases and software applications. - Input Change Orders into the Contract Administration System (CAS) and other Department applications. - Process Weekly Statements of Working Days (WSWD). - Establish accounts and process Bidder Inquiries.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	Perform contract administration support activities in the following areas: • Process and distribute Project Award and Approval notifications. • Review and process contract files and Project History File (PHF) submittals. • Gather, review, and track Director's Order (DO) documentation and contract execution for emergency projects. • Review and update the North Region Construction website.
10%	E	Train coworkers within the unit on the procedures, databases, software applications, and processes associated with the duties listed above to promote consistency and knowledge sharing.
10%	M	Perform miscellaneous duties consistent with the classification, including attending meetings, required training, jobsite visits, North Region Construction events, and other assigned duties.

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 have supervisory responsibilities and does not act in a lead worker capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge: of computers, tablets, and commonly used software, including Microsoft Word, Excel, Outlook, FileMaker Pro, and FalconDMS. Knowledge of Department policies and procedures, construction contract administration principles, estimates, contract items of work, and project development phases.

Ability to: read and interpret plans and specifications; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; work independently and as part of a team; prioritize and organize multiple assignments; adapt to new procedures and techniques; receive instruction from supervisors and lead workers; perform mathematical calculations, including algebra and basic trigonometry; and maintain accurate project records.

Analytical Requirements: must be capable of understanding transportation engineering problems related to highway construction. Must have knowledge of construction procedures, methods, and practices used in highway construction, and applicable engineering principles. Must be able to obtain and analyze information from project records, technical documents, and computer-aided design programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Failure to work cooperatively with others as part of a project team can result in reduced productivity and negatively impact team morale. Team and department success rely on the timely initiation, coordination, and completion of assigned tasks. Failure to diligently perform assigned duties may result in increased direct costs to the Department due to corrective work and increased indirect costs associated with potential project delays, disputes, or liabilities.

PUBLIC AND INTERNAL CONTACTS
At all times this assignment requires working effectively with other people. This includes personnel at levels within the North Region, other Districts, Headquarters, local agencies, FHWA, private industry, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employees will be required to sit for long periods of time using a keyboard and video display terminal. Employee must be congenial and tactful when dealing with others while effectively and cooperatively accomplishing tasks. Frequent telephone interaction is common and necessary. Employees may visit project sites which may entail walking on uneven terrain under variable weather conditions.

WORK ENVIRONMENT
The incumbent will predominantly work in a climate-controlled office under artificial lighting. Travel may be required for training classes, jobsite visits, meetings, or other assigned duties.

When working outdoors, the incumbent may be exposed to dirt, noise, uneven surfaces, and extreme weather conditions. During field visits, heavy-duty clothing and boots may be required. Periodic overtime work and overnight travel may be required. Travel may require the use of State-supplied vehicles of varying sizes.

POSITION DUTY STATEMENT

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
----------------------	------

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
------------------------	------