

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION 04 / Design	
WORKING TITLE Transportation Engineer Technician	POSITION NUMBER 904-104-3175-XXX	REVISION DATE

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

GENERAL STATEMENT:

As a Transportation Engineer Technician, the incumbent performs non-professional engineering activities under the supervision of the Senior Transportation Engineer. In this capacity, the incumbent assists Transportation Engineers in the preparation and revision of contract plans, specifications, estimates, and 3-D/4-D/5-D models by using analytical and computer-oriented processes and equipment. The incumbent will also perform field data collection using survey equipment and/or Unmanned Aerial Systems.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, People First, 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, Climate Action, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **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. (Safety, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Climate Action, Employee Excellence - Collaboration, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, People First, 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. (Equity, Climate Action, Employee Excellence - Collaboration, Innovation, People First, 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, Climate Action, Employee Excellence - Collaboration, Innovation, People First, 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. (Equity, Climate Action, Employee Excellence - Collaboration, Innovation, People First, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Supports the daily work of District 4, Division of Design project delivery staff and associated activities by directly communicating with engineers on assigned projects and/or teams. Performs complex tasks using Autodesk Civil 3D, Bentley MicroStation, or other Computer Aided Drafting & Design (CADD) software. Assist engineers in the preparation and revision of contract plans and exhibits, 3-D/4-D/5-D models, profiles, cross sections and other details for the delivery of capital outlay highway infrastructure projects as directed by the engineer or supervisor. Ensures project plans and models are using current CADD guidelines and standards including the CADD user's manual, Caltrans Standard Plans, and Plans Preparation Manual. Prepares the 100% PS&E package of project plans for HQ submittal with the associated forms, plan approval certificates, and review checklists. Work in a Common Data Environment to share updates on project deliverables, upload documents, and collaborate with the project development team.
20%	E	Performs field data collection throughout District 4 such as elevations and distances by using various survey instruments and/or Unmanned Aircraft Systems (UAS). Uses field data as preliminary information in the preparation of CADD deliverables.
20%	E	Use basic mathematical skills for calculations in Microsoft Excel such as quantities, estimates, elevations, and distances to assist engineers in the preparation of reports, plans, and models for project delivery. Works on contract change orders or addendums and as-built plan and CADD model revisions as changes from Construction are received. Research information relating to projects through various records such as GIS maps, as-built drawings and models, photographs, archived reports, and databases.
5%	M	Assist in Public Records Act requests for As-Built records as needed. Perform general office duties such as preparing memos, letters and reports, filing and organizing project files according to the Uniform Filing System, scheduling and attending meetings, mandatory and job-related trainings which may require travel and overnight stay, and maintaining assigned equipment.

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

None. The incumbent has no direct supervision of others. The incumbent may assign and review specific tasks within the project assignment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A wide knowledge of details including software, methods and layouts used in the preparation of contract plans and construction drawings, mathematics, highway design practices, conventional and state-of-the-art computer applications to transportation engineering work, and technical level civil engineer skills in order to understand and apply Caltrans manuals and standards, e.g. Plans Preparation Manual, CADD User's Manual.

Must have the ability to make accurate mathematical calculations, organize/arrange data to produce effective work products without repetitious direction, and possesses interpersonal skills necessary to be an effective team member.
Knowledge of using Autodesk and MicroStation software, Microsoft Office software, and other CADD related software. Basic knowledge of reference file attachments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in expensive waste of time and materials, cause additional work and project delays, and could result in excessive construction contract claims.

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PUBLIC AND INTERNAL CONTACTS

The Transportation Engineering Technician must work closely with the Senior Engineering staff, Transportation Engineers, as well as other functional units such as Surveys and CADD staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long period of time using the keyboard and video display terminal. Incumbent is expected to behave in a fair and ethical manner toward their staff and others. Must be able to develop and maintain cooperative working relationships and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. Incumbent may also be required to travel to off-site locations for meetings, but the travel is infrequent. May be required to carry up to 30lbs of equipment between sites and the office.

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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