STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer Tech	Construction/Field Office	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Engineer, Field Inspector	907-50x-3175-XXX	01/29/2025

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 and under the direction of the Resident Engineer (lead worker), the Transportation Engineering Technician in the Construction Field Office is responsible for various technical field and office tasks of average difficulty relating to transportation construction. As travel may be required, a valid California Driver's License is highly desirable.

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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **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, Equity - Collaboration, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Climate Action - Collaboration, Equity, Innovation, Integrity, 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. (Equity - Collaboration, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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50%	E	Working in the construction field, ensuring contractor complies with all contract requirements; keeping complete, accurate, and concise records of the work and quantities; documenting locations, material, labor and equipment used, and measured quantities on a daily basis; verifying material sources and quantities; ensuring SWPPP and safety compliance; conducting labor compliance interviews, performing or calling for required tests to ensure work quality; keeping the Resident Engineer informed of work progress and problems timely. The inspector must not direct the contractor's work, but must immediately notify the contractor when work is not in compliance; attend assigned and approved trainings; compute quantities for progress payments; review and process contractor requests; document and communicate about test results and status of requests; file contract documents timely; and perform other duties assigned by the Senior Transportation Engineer.
45%	E	Processing and maintaining complete and accurate project records including: monthly progress pay estimates; extra work reports; contract change orders; labor and equipment records; correspondence and personnel records. Making regular trips to the District Office Building or other field offices for mail runs, Contract Change Order, equipment pick up, and other necessities. Administer preparation of all CPOs (contract purchase orders), RQS (Requisition service), prepare and process CT documents for service contracts needed to maintain the resident engineer's field office such as janitorial, pest control and yard maintenance, request office supplies, process local requests (LREDP), and process all invoices. Ensure all required services are continuously maintained for the RE office.
5%	M	Reviewing Contract Plans, Special Provisions, and Standard Specifications; order and maintain office supplies; perform other duties deemed necessary for Caltrans operational needs.

[1]ESSENTIAL 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 other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
- Constantly keep safety in mind of yourself and others around you.
- Knowledge of the construction practices and field testing request procedures,
- Knowledge of construction field office procedures,
- Ability to communicate effectively, oral and in writing, document work performed daily,
- Must be team work oriented, with ability to work independently and to perform construction administration duties.
- Must be able to interpret the Special Provisions, Standard Specifications, Contract Plans, Standard Plans, Codes, and Manuals.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Must be able to effectively make decisions concerning work in progress to avoid delays. Inability to properly prepare and manage job records could result in contractor claims or other outside legal action which may result in monetary loss to the State.

PUBLIC AND INTERNAL CONTACTS
Must work closely with all levels of District and Structures personnel and the Contractor. Must maintain open communication with internal functional offices and Contractors and their representatives. As a representative of Caltrans, acting professionally at all times. Work effectively by knowing construction methods and inspection techniques.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Physical: Incumbent may be required to sit for long periods of time 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 variety of objects that are less or equal to 25 pounds or more. Occasional twisting of neck and waist. Must be able to travel to various field locations and may be required to move across uneven surfaces, traverse across ragged terrain, hilly areas or on uneven grounds to conduct business. Physical activities vary and any singular physical requirement may be for lengthy periods of time. Recommended to be trained in first aid and apply skills in the event of an emergency. Must be able to perform the required duties safely.
Mental: Incumbent must have the ability to sustain mental activity to write reports, problem solve, analyze and gather facts.
Emotional: Incumbent must have the ability to maintain emotional control during conflicts with contractors and/or coworkers; must be able to develop and maintain cooperative working relationships and respond appropriately to difficult situations; recognize emotionally charged issues or problems, and perform appropriately.

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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. Travel may be required. Must be able to drive a state vehicle and have a valid California Drivers License. Vacations may be restricted during peak times. Night and weekend work required. Use of computers and other office equipment is required. 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 hat, safety vest, and appropriate safety equipment must be worn at all times in the field, no exceptions. 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. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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

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