STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineering Technician	Central Region Construction 501	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Office Engineer		

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the supervision of the Area Construction Senior Transportation Engineer, incumbent performs various technical office tasks and occasionally some field task of average difficulty relating to transportation construction activities.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Reviews documents for Progress Pay Estimates, After Acceptance Estimates, Proposed Final Estimates and supporting documents needed for these estimates involved in the construction projects. Reviews and audits quantity engineering calculations done in the field. Verifies Extra Work Billings from contractors. Checks contract item payment calculations for accuracy and initiates computer input for payment. Prepares Estimate Requests and recommends deductions for Liquidated Damages or railroad flagging bills. Monitors project progress and makes recommends if an unsatisfactory progress deduction should be overridden due to pending time extensions. Verifies Payment Estimates to ensure proper payment to the construction contractors. Monitors project finances and report status to Resident Engineers to insure projects stay within budget. Assists in preparing Contract Change Orders.
20%	E	Perform sampling and testing of construction materials including the following: Sand Equivalent test, Cleanness Value test, Gradation Sieve Analysis, Compaction test with nuclear gauge for soil and asphalt concrete, Moisture Content, and Concrete Modulus of Rupture (concrete beam testing). Collects data, samples construction materials and performs materials testing per standard procedures and coordinates with contractor's personnel.
10%	E	Makes inspections of construction projects to ensure compliance with plans and specifications. Inspects construction related work as to the quantity, quality, and methodology. Advises Resident Engineer of problems or situations on project sites. Records Manpower and equipment usage along with pertinent details. Prepares documentation of the work performed. Prepares daily reports. Performs inspection of finished products and calculation of units completed for payment and monitors Contractor's operations to ensure compliance with safety orders. Work with private contractors, Resident Engineers and their staff, and other branches, both District and Headquarters to provide a coordinating of effort in processing estimates, payments and other documents that are handled by the Construction Field Office.
10%	E	Compiles data from the Resident Engineers' and Assistant Resident Engineers' Daily Reports to verify hours and dollar amounts, and determine working and non-working days chargeable to the Contractor. Enters data into a spreadsheet program and generates Weekly Statement of Working Days Reports for these contracts. Report discrepancies to the Resident Engineer and contractors.
5%	E	Maintains the field office, including contract files, managing service contracts and purchasing office equipment and supplies with the CAL-Card. Tracks, obtains, and maintains State equipment, including but not limited to vehicle inventories, cell phones, survey and office equipment assigned

		to the construction unit and employees in the unit.
5%	M	Makes frequent telephone and/or personal contacts with the public, as well as with City, County, Federal and other State Agencies.
5%	M	May serve on committees for specification, office procedures, or test method changes. May participate as an instructor or facilitator in training classes.

[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

None. Incumbent may be called upon to act in absence of the supervisor for a short duration. May serve as a lead for functional guidance in training and assisting less experienced employees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of methods, materials, tools and equipment used in highway and bridge construction and maintenance work; methods of proportioning and handling portland cement concrete and bituminous surfacing materials and the handling of asphaltic oils and emulsions; highway grading, construction and maintenance; conventional state-of-the-art computer applications to transportation engineering work. Must have the ability to make accurate mathematical calculations; make sound decisions in the implementation of contract plans, specifications and various engineering activities; evaluate work methods and traffic conditions closely, both before and during the work, to assure safety; analyze situations regarding operational features and design concepts; demonstrate the potential to assume progressive technician journey level responsibility; organize/arrange data to produce effective work products without repetitious direction; and possess interpersonal skills necessary to be an effective team member.

Must have working knowledge of contract administration paperwork and documentation. Must be able to communicate effectively in both verbal and written form. Must be able to use computers. Must have knowledge of the Construction Manual, Standard Specifications, and Special Provisions. Must be able to prepare reports and correspondence.

Ability to: read and write English at a level required for successful job performance; inspect construction work and enforce compliance with plans and specifications; analyze situations accurately and take effective action; prepare reports. Must be able to communicate effectively with others including Department staff, technical/professional level staff of outside agencies, contractor's personnel and members of the public regarding construction projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and failure to 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.

PUBLIC AND INTERNAL CONTACTS

Contact with others including Department staff, technical and professional level staff of outside agencies, contractor's personnel and members of the public regarding construction projects. Has frequent contact with private contractors, Resident Engineers and their staff, and other branches, both District and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must posses the ability to repetitive use of extremities. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required but it will not be frequent. Must be able to transport variety of objects that are less or equal to 40 pounds. Ability to work indoors under artificial light. May be required to sit for long periods of time using a keyboard and video display terminal.

Must be able to organize and prioritize. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete task or projects with short notice. Must have the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships.

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Must be able to make decisions concerning the execution of assigned duties without requiring close review by others.

The workload is subject to frequent, substantial, and unexpected changes. Travel required. Overtime and/or flexible hours may be required. Night work may be required.

WORK ENVIRONMENT

While at their base of operation, incumbent will normally work in a climate-controlled office under artificial light. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Use of computers and other various office equipment is required. Job may have exposure to chemicals, lab conditions, equipment, machinery, heat, cold, dust, gas, fumes, outdoor conditions, indoor conditions, humidity, and high decibels of noise. Hard hat and safety vest or approved safety shirt must be worn at all times in the field, no exceptions. Vacations may be restricted during peak times. Overtime and flexible hours may be required. Night work may be required. May be required to participate in the rotation program. Workload may subject employee to frequent changes of shift, frequent changes of work hours and workdays, and geographic transfer. Travel required.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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.)

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