

INSTRUCTIONAL FORM

Attachment B

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 07-2-558 2. Position Number: 907-506-3381-xxx 3. Date of Posting: May 2, 2012
4. Classification: Materials and Research Engineering Associate (Specialist)
5. Salary Range: 4,960.00-6,027.00
6. Pay Differentials That Apply To Position: N/A
7. Working Hours Of Position: See attached Duty Statement
8. District/Division: District 7- Division of Construction Section: Plant Services
9. Geographic Location: Los Angeles
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) **Determination for relocation will be made by Hiring Supervisor.**

10. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

<http://www.dpa.ca.gov/textdocs/specs/s3/s3381.txt>

Applicant shall have experience as a Material Plant Inspector performing batch plant inspection, sampling and testing of various construction materials supplied by batch plants for Caltrans construction projects, and performing calibration of volumetric plants using Material Plant Quality Program (MPQP)/ California Test 109.

B. Technical & Professional Skills & Abilities:

Knowledge of physical properties of engineering construction materials used in state transportation projects, testing and sampling of materials, weighing and batching equipment, and determination of material acceptability and interpretation of material problems. Applicants must have detailed knowledge of the Standard Specifications and Special Provisions related to material testing, the Caltrans Construction Manual sampling and testing frequencies, and QC/QA procedures. Applicant must be capable of communicating orally and in writing results of test methods, material issues, and/or material related matters.

C. License and/or Certification Requirements:

Must possess current California Test Certifications in the following material test methods: CT 105, AG125, AC125, PC125, MS125, 201, 202, 217, 226, and 227.

D. Physical Abilities to Perform Essential Functions:

Applicant must be capable of lifting up to 50 pounds, be capable of working at different time schedules both day and night depending on project requirements, must be able to develop and maintain cooperative working relationships and be flexible to respond to situations.

E. Other Departmental Requirements:

Applicants must comply with all departmental directives.

F. Duty Statement/Description of Duties: *See attached Duty Statement*

10. Final Date and Time for Receiving Bid: May 16, 2012 by 5PM, COB

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

12. Submit Bid to:

Name: Rhodora Cristobal

Address: 100 So. Main St., LA., CA 90012

Telephone Number: 213-897-0571

FAX Number: None

E-mail Address: Rhodora_Cristobal@dot.ca.gov

13. Window period employee must be available for contact (**Unit 1&4 Only**): From: HR To: HR
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

14. Expected Reporting Date To Position (**Unit 11 Only**): No later than June 4, 2012
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)