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**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Transportation Engineering Technician	<b>DISTRICT/DIVISION/OFFICE</b> DES/GS/Office of Geotechnical Design North	
<b>WORKING TITLE</b> Transportation Engineering Technician	<b>POSITION NUMBER</b> 559-323-3175-XXX	<b>EFFECTIVE</b>

**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 direction of a Senior Transportation Engineer, the Transportation Engineering Technician performs geotechnical field work such as assisting in drilling request preparation, occasionally logging bore holes, assisting field geologists with rock climbing and field mapping, assisting other offices in Geotechnical Services with geotechnical instrumentation work. In this capacity the Transportation Engineering Technician may assist in the installation and monitoring of geotechnical instrumentation, have interest in and be willing to be trained for rock climbing and other geotechnical field work data gathering, and works either as part of a team or independently as necessary to conduct various field work.

**TYPICAL DUTIES:**

Percentage	Job Description
50% (E)	Conducts or participates in geotechnical field explorations, including assisting with obtaining necessary permits and logging bore holes and field and laboratory testing. Plans, installs, and assists Geotechnical Support with monitoring of instrumentation. Prepares field boring notes, field classifies earth materials, and assists the geotechnical professional in the evaluation of soil and rock engineering characteristics.
20% (E)	Manages the Sacramento Geotechnical Services Coreroom – maintains sample data, logs in samples, purges unneeded core, delivers reports on coreroom status and arranges for viewing of core by prospective bidders and maintains files of visits.
20% (E)	Assists field Engineering Geologists and Engineers in their mapping and assessment of sites. This will likely require the occasional climbing of rock slopes using climbing gear. Also, may work with maintenance crews in the region, as well as other Districts, in assisting rock scaling teams.
10% (M)	Will assist various staff on preparing reports pertaining to the production of data obtained

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- ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
  - MARGINAL FUNCTIONS are minor tasks of the position that can be assigned to others

from fieldwork.

### ***SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS***

This position does not supervise other employees.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

- Knowledge of, or ability to learn, the use of computers.
- Knowledge of, or the ability to learn, aspects of structure foundation; geotechnical instrumentation and test equipment; field instrumentation procedures; data acquisition devices; and in-situ testing.
- Ability to travel to and work at active sites throughout California.
- Possession of a valid California Class A Commercial Drivers License is desirable. Position requires testing for controlled substances.
- Ability to safely lift heavy objects.
- Ability to work from heights and use rock climbing equipment.
- Ability to independently apply sound judgment in field situations and to analyze factors capable of affecting field safety and data acquisition is required.
- Ability to effectively communicate both verbally and in writing.
- Ability to deal tactfully with individuals and groups from the Department, contractors, governmental agencies, and private consulting firms.

The incumbent must possess excellent field taking skills and should be able to comprehend and analyze field situations and drilling issues to be able to recognize deficiencies as they arise and redirect efforts to make sure useful information is gathered. The incumbent must recognize potential instrumentation problems and reliably assess their probable effects on the test program as it is being installed or monitored.

Most fieldwork will be conducted away from the home office and in construction work zones. As such, extensive travel throughout the state (often overnight and for consecutive days) is a requirement of this position.

### ***RESPONSIBILITY FOR DECISIONS AND CONSEQUENCE OF ERROR***

This position requires effective and timely response in all aspects of testing. Errors or delays in response to requests could result in construction contract delays and failure to correctly acquire or interpret data, and could result in inadequate design recommendations, construction difficulties, substandard performance of structures, and the potential loss of Federal funds.

***PUBLIC AND INTERNAL CONTACTS***

The employee will routinely contact other Caltrans personnel, contractors and industry representatives concerning geotechnical fieldwork, rock climbing, drilling, testing and instrumentation. This contact will be verbal or written, as needed to perform assignments.

***PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS***

Working on field construction sites, carrying heavy instrumentation equipment and collecting test data can be strenuous work. Construction site surfaces are often uneven, with open excavations and may be located on steep slopes. Test equipment can be heavy and awkward to carry. Conducting tests may require the incumbent to stand for long periods of time.

The incumbent will be responsible to ensure that assigned tasks are carried out in a professional, safe, and exacting manner and in accordance with existing policy, specifications, rules, workplans and guidelines.

The incumbent should possess the ability to develop and maintain cooperative working relationships and have a positive and friendly attitude and a willingness to learn.

***WORK ENVIRONMENT***

While in the field conducting tests the incumbent will often be on active highway construction sites and will be exposed to conditions typical of those sites (dust, noise, extreme weather). While at their base of operation the incumbent will work in an office setting.

I have read, understand, and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature                      Date

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

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Supervisor signature                      Date