

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE North Region Construction Eureka Materials Laboratory	
WORKING TITLE Eureka Materials Lab Tester	POSITION NUMBER 927-502-3175-	EFFECTIVE DATE May 2010

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:

Perform complex laboratory physical tests and analysis of highway construction materials to determine compliance with Standard Specifications, Special Provisions, California Test Methods, and the Highway Design Manual.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
85% (E)	Process samples and test, in accordance with Standard Specifications, Special Provisions, and California Test Methods, a wide variety of construction materials, including but not limited to, soils, aggregates, hot mix asphalt, Portland cement concrete, and water. Assist in gathering of field data and samples.
5% (E)	Conduct forensic analysis on existing pavements utilizing both portable and trailer mounted coring equipment.
10% (E)	Responsible for maintaining laboratory equipment in good repair, such as proper calibrations as well as sound mechanical condition. Maintains inventory of laboratory equipment for the Materials Laboratory and orders laboratory supplies.

SUPERVISION EXERCISED OVER OTHERS:

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: Requires knowledge of math through trigonometry. Requires a background in test methods used in highway construction and the technical aspects of materials testing procedures. Must have knowledge and understanding of the California Manual of Test Methods (AASHTO & ASTM may apply), ability to coordinate testing priorities, evaluate test results, and good communications skills in order to present results.

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

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

Analytical Requirements: Basic mathematical and analytical skills are required to perform standardized materials testing procedures and check test results. Analytical ability to accurately interpret test results.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Responsible for the accuracy and completeness of sample preparation and physical tests performed. Inaccurate test results can have serious financial and credibility consequences for Caltrans. Errors made in the performance of duties could result in additional costs and/or delays due to non-specification materials being accepted for use.

Safe work practices must be followed at all times for accident/injury prevention.

PUBLIC AND INTERNAL CONTACTS:

Day to day contacts with construction personnel when receiving samples. Contact with contractors and the public would only be incidental. Must have the ability to coordinate work with other lab personnel in an efficient and professional manner, and to be an effective team member.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical Requirements: Must be able to stand long periods of time operating various types of laboratory equipment. Will be required to carry boxed/bagged sample material weighing up to 50 lbs. into and through out the Materials Laboratory. Incumbent must be able to work in noisy and dusty conditions.

Emotional Requirements: **Must** be able to develop and maintain cooperative working relationships. Incumbent will work as a member of a team.

WORK ENVIRONMENT:

While in the office, employees will work in a climate-controlled office under artificial lighting. When working in the lab area or outdoors, employee may be exposed to dirt, dust, fumes, noise, uneven surfaces, and/or extreme heat or cold.

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

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

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.