

INSTRUCTIONAL FORM

Attachment B

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

1. Reference #: 51-1-064 2. Position Number: 913-399-3175-xxx. Date of Posting: 04/01/2011
4. Classification: Transportation Engineering Technician Salary Range: _____ \$3,262 - \$4,766
6. Pay Differentials That Apply To Position: _____ Several That May Apply
7. Working Hours Of Position: Varies
8. District/Division: 51/Traffic Operations Section: Truck Services – North Permits Geographic Location: Sacramento
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)
Determination for relocation will be made by Hiring Supervisor.

9. **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/s3175.txt>

- B. Technical & Professional Skills & Abilities:

The incumbent coordinates matters pertaining to Transportation Permits. The incumbent aids the public with obtaining the permits necessary to bring an extra-legal vehicle and/or load on the state highways, and also ensures that the suggested route is suitable for the dimensions of the vehicle and/or load.

Analyzes Transportation Permit applications to determine if the vehicle and/or load are correctly described and that the applicant is eligible for a permit. Analyzes the ability of the hauling vehicle combination to accommodate the load, checks the allowable loading, and determines the permit weight classification. Researches proposed route to ensure that it can accommodate the extra-legal features of the load. Coordinates the routing of inter-regional moves with the other regional office and intra-regional moves with local agencies when necessary.

Facilitates the safe movement of oversize/overweight vehicles by showing Construction/ Maintenance closures and restrictions in the Route Clearing Database (RCD), which is maintained by the Office of Truck Services. Enters weekly Road Closures from the road closure report, sent by the District Traffic manager (DTM) and Transportation Management Center (TMC), into the RCD. Communicates with Resident Engineers, Encroachment Engineers, Construction Supervisors, Maintenance Supervisors and Contractors, prior to and during construction projects.

- C. License and/or Certification Requirements: N/A

- D. Physical Abilities to Perform Essential Functions:

While at the base of operation the employee will sit for prolonged periods. Using a keyboard and video display for prolonged periods. The candidate must be open to change and new information; adapting their behavior and work methods in response to new information, changing conditions, and unexpected obstacles; and/or adjust rapidly to new situations warranting their attention and resolution.

- E. Other Departmental Requirements: Ability to apply and follow Deputy Directives/Directives.

- F. Consequences of Error:

Make decisions and take appropriate actions in the issuance of Transportation Permits. Responsible for determining and verifying routes for the safe movement of permit loads on State highways. Poor decisions and errors in judgment could result in injuries or fatalities to the traveling public, damage to State highway facilities, and increased costs to haulers and/or their clients.

G. Duty Statement/Description of Duties: **TYPICAL DUTIES:**

- 45%(E) Analyzes Transportation Permit applications to determine if the vehicle and/or load are correctly described and that the applicant is eligible for a permit. Analyzes the ability of the hauling vehicle combination to accommodate the load, checks the allowable loading, and determines the permit weight classification. Researches proposed route to ensure that it can accommodate the extra-legal features of the load. Coordinates the routing of inter-regional moves with the other regional office and intra-regional moves with local agencies when necessary. Records the approved route and pilot car escort requirements on the permit document, provides input for database correction and update, places name or signature on the permit as authorized state representative, and distributes it to the permittee.
- 35%(E) Facilitates the safe movement of oversize/overweight vehicles by showing Construction/ Maintenance closures and restrictions in the Route Clearing Database (RCD), which is maintained by the Office of Truck Services. Enters weekly Road Closures from the road closure report, sent by the District Traffic manager (DTM) and Transportation Management Center (TMC), into the RCD. Communicates with Resident Engineers, Encroachment Engineers, Construction Supervisors, Maintenance Supervisors and Contractors, prior to and during construction projects. Reviews Vertical and Horizontal Clearance diagrams and generates restrictions based on the diagrams. Reviews and sets up detours for restrictions and closures, with local agencies, where a State Route is bypassed. Coordinates with CHP and local agencies for special needs of haulers. Submits to HQ Database Administrator, permanent and temporary changes to the clearances of Structures, traffic signs and new alignments of highways.
- 10%(E) Assists applicants and Permit Services companies in determining alternate routing or proposed routing of future moves.
- 5%(E) Confers with the California Highway Patrol and local law enforcement in the interpretation of the Permit Conditions, or the weight of various pieces of construction equipment.
- 5%(E) Greets walk-in customers and offers help to them as necessary. Occasionally, makes field trips on Permits business. Answers questions from the public regarding permit policies and other questions. Prepares reports and correspondence.

10. Final Date and Time for Receiving Bid: 04/15/2011

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

11. Submit Bid to:

Name: Fran Walker

Address: Caltrans
Division of Traffic Operations, MS-36
1120 N Street Sacramento, CA 95814

Telephone Number: (916) 654-0124

FAX Number: (916) 653-3055

12. 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.)

13. Expected Reporting Date To Position (**Unit 11 Only**): 05/02/2011
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)