



A program of The Community College Foundation

CALTRANS STUDENT ASSISTANT RECRUITMENT REQUEST

1901 Royal Oaks Drive
Sacramento, CA 95815
Phone: 916-418-5100 Fax: 916-418-5110

Resumes are to be sent to:

District: 5 Program / Service Center: Engineering Services / Geotechnical Services
Contact: Mike Finegan
Address: 50 Higuera St. San Luis Obispo CA 93401
Street City State Zip
Phone: 805-549-3194 Fax: _____

Job Bulletin Information

Number of Positions Available: 1

Job Duties and Responsibilities: In a learning capacity, provides technical support and recommendations on geotechnical topics. Assists with geotechnical investigations and storm damage mitigation.

Please check the following items that apply to the student's duties, a detailed explanation is needed:

☒ Travel: Site visits, drilling ☐ Working with chemicals: _____
☒ Driving: Site visits, drilling ☒ Working around machinery: Drill rigs
☐ Other: _____

Preferred Abilities: Knowledge of soil mechanics principles, site exploration and sampling techniques. Ability to communicate effectively in both written and oral form. Work on field/construction sites.

Preferred Major(s): Civil Engineering - Geotechnical Engineering

Work Schedule: (check) ☐ Part-time ☒ Flexible Hours per week: 20 during school, 40 during summer

Pay Rate: based on number and type of units Final Filing Date: Until filled

Caltrans exam for which position would qualify: _____

Additional Information: _____

Approvals:

Supervisor: Michael Finegan Phone: 805-549-3194

Student Coordinator: Michael Finegan Date: 4/17/15

Program Administrator: Christina Hisamoto Date: 4/29/15

Please scan and email completed form to Caltrans Program Administrator, Christina Hisamoto



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Forms ... IS Recruitment CT.doc 08/2014

**Division of Engineering Services/Geotechnical Services
Geotechnical Design-North Branch D**

**DUTY STATEMENT
STUDENT ASSISTANT**

Under close supervision by a Senior Transportation Engineer, in a learning capacity, the Student Assistant provides technical support and recommendations on geotechnical topics as may evolve, commencing with the project planning phase and progressing through the design, construction, and operation phases of the State Transportation System.

DUTIES AND RESPONSIBILITIES

- | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% | In a learning capacity, the Student Assistant will assist in conducting geotechnical studies including site exploration, direction of laboratory testing, analysis and preparation of reports presenting recommendations, designs, and specifications including consideration of facility constructability. These studies include and are not limited to the areas of expansive soils, mechanically stabilized walls and embankments, tieback retaining walls, geotechnical earthquake engineering including earthquake response, settlement and stability of embankments, stability of earth and rock slopes, soil nail walls, and design of structure foundations (shallow and deep). |
| 35% | Assist in developing designs and specifications to utilize various shallow and deep ground improvement techniques including prefabricated band drains, soil cement mixing, stone columns and various grouting techniques; geosynthetics as reinforcement elements; and additives such as lime, portland cement, and fly ash. |
| 15% | Assist in reviewing for both technical content and conformity to Department policies and procedures, consultant-prepared and Department-prepared materials and geotechnical reports, plans, specifications, special provisions, and estimates for the geotechnical design and construction aspects of a variety of Department and special funded projects. |
| 10% | Assist with providing support to Division of Construction when problems arise with geotechnical aspects of the construction work. |

This position requires periodic travel to field sites for periods of several days.

WORK ENVIRONMENT

While at their base of operation, student assistants will work in a climate-controlled office setting under artificial lighting. When a student assistant is required to travel and work outdoors, the incumbent may be exposed to dirt, noise, wet or dry conditions, extreme heat or cold, and the need to traverse rugged terrain. The incumbent also may be exposed to some of the most beautiful scenery that California has to offer.

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.

Student Assistant Name (please print)

Student Assistant Signature

Date

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

Michael S. Finegan
Supervisor Name (please print)

Mohd Lyn
Supervisor signature

4/14/15
Date


Dennis, Michele@DOT

From: Menard, Traci A@DOT
Sent: Tuesday, April 07, 2015 4:06 PM
To: Finegan, Mike S@DOT; Dennis, Michele@DOT
Subject: RE: Student Assistants-GOOD NEWS!

Hi Mike, I think this is a great opportunity.

Michele, what are our next steps?

Thank you,
Traci Menard
916-227-1075

 **From:** Stolarski, Phil J@DOT
Sent: Tuesday, April 07, 2015 2:49 PM
To: Menard, Traci A@DOT; Speer, Daniel H@DOT; Ehsan, John@DOT
Cc: Finegan, Mike S@DOT; Jang, Deh-Jeng@DOT; Soldano, Brett J@DOT; Yang, John Z@DOT
Subject: FW: Student Assistants-GOOD NEWS!

Good Afternoon!

See note below.

Take away for existing students.... "working 20 hours per week and then 40 hours per week or full-time in the summer. (June, July, August) from now thru August 31, 2015. Starting September 1, 2015 thru June 30, 2016, they can work 20 hours per week and then 40 hours per week for the month of June 2016."

Traci- you can hire a new student for you D5 office per our discussion. Please contact Michele Dennis for hiring instructions. The new student can work the same hours as existing students.

Regards,

Phil

From: Williams, Helen E@DOT
Sent: Thursday, April 02, 2015 4:30 PM
To: DOT HQ DES Deputies
Cc: Martinez, Barbara A@DOT; Boland, Fran M@DOT; Dennis, Michele@DOT; Poulin, Cheryl R@DOT; Ioka, Chris Y@DOT; Silva, Tanya A@DOT; Brown, Cynthia ANN@DOT; Chang, Juliana@DOT
Subject: Student Assistants

Good afternoon,

I wanted to let you know that we have additional money available in the student assistant contract due to lack of use by the subdivisions and additional encumbrances at the end of fiscal year 2013. We put \$500,000 into the contract, which we need to use by June 30, 2016 when the current student contract ends. This will not impact the FY 2015/2016 budget, as these funds are already encumbered.