

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 56 - Maintenance Stormwater & Environmental Compliance	
WORKING TITLE Maintenance Stormwater and Environmental Support	POSITION NUMBER 913-690-3135-009	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direction of the Branch Chief, Statewide Maintenance Stormwater Coordinator, a Senior Transportation Engineer (supervisory), the incumbent assists with administrative oversight, technical guidance, data collection, and other activities related to the Department's National Pollutant Discharge Elimination System (NPDES) Permit, Statewide Stormwater Management Plan (SWMP), Best Management Practices (BMPs) and reporting and training requirements for the Maintenance stormwater program. This position serves the Office of Maintenance Stormwater and Environmental Compliance in a support capacity in coordinating, developing and managing Division of Maintenance compliance with stormwater permit requirements and related activities. Assists in analyzing designs and data; oversight and technical review of pilot designs, projects and studies; coordinating, analyzing and developing reports; and monitoring charging practices and expenditures for related activities.

**CORE COMPETENCIES:**

As a Transportation Engineer (Civil), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence - Integrity, Pride)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Pride)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Diagnostic Information Gathering**: Identify information needed to clarify a situation, seeking that information from appropriate sources. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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25%	E	Review and provide inputs in the development and revisions of maintenance program stormwater policies and procedures in various plans, manuals, and permit documents. Assist Statewide Maintenance Stormwater Coordinator (a Senior Transportation Engineer) in oversight, monitoring, coordination, sourcing or generation, analysis and review of maintenance data and information. Determine needed data, track information, analyze and update data and reporting as needed. Provide technical assistance in developing, implementing, monitoring, and reporting needed information by districts and statewide. Assist in development and preparation of Division of Maintenance compliance sections of reports required by the Department's NPDES statewide permit and other information as requested. Prepares data from reports for mapping and posting on the stormwater website. Coordinates with Headquarter (HQ) and District stormwater and functional units through advisory teams and issue-specific meetings involving stormwater or environmental concerns.
25%	E	Assist in the development and maintenance Division of Maintenance policy and procedures as well as managing stormwater databases for Geographic Information System (GIS) and mapping for Facility Pollution Prevention Plans (FPPPs), Illegal Connection/Illegal Discharge (IC/IDs), integrated vegetation control (areas of chemical application), erosion and slope inspections, treatment BMPs, trash reduction and other NPDES permit requirements handled by Maintenance. Develop standardized forms and checklists for each type of inspection or review, to meet requirements of permits and plans, as well as maintenance needs. Conduct technical review and provide guidelines in establishing and implementation of waste storage and disposal. Assist with oversight in the technical assessment, development, and maintenance of a database of current treatment systems and proper BMP implementation. Provide technical guidance and oversight in the identification, prioritization, and the scheduling of stabilization work for roadside erosion prone areas. Assist with field inspections and reviews of slide and slip-out damage and repair related to establishing statewide erosion prone areas. Coordinates and monitors statewide trash reduction efforts, drainage inspection/cleaning and treatment BMP tracking/inventory through the Integrated Maintenance Management Systems (IMMS) or other systems.
20%	E	Maintain, monitor, and update the database of active FPPPs as revised by the districts and the FPPP master list inventory. Prepare the FPPP report at the end of fiscal year and as requested for purposes other than the Annual report and monitoring. Assist in the design and revision of the FPPP form and template as needed. Coordinate with the independent quality assurance (IQA) inspectors on the facilities that are new, active, non-active or change of status to maintain an accurate inventory of facilities for inspections. Maintain the Maintenance Stormwater Program website including updating the FPPPs provided by districts, directory, new or revised resources, policies, and other information and links contained in the website.
15%	E	Complete assigned tasks in developing program concepts, guidelines, and training, monitoring, and tracking requirements. Assist in the development of NPDES related training materials and participate in staff training sessions. Provide technical assistance in developing, implementing, and monitoring training and awareness programs that teach appropriate personnel their responsibilities under the statewide permit and management plan. Assist the districts in developing and executing training classes on storm water quality management issues and environmental related training. Assist with documentation, evaluation, and maintaining records of employee training activities. Prepare stormwater bulletins, and other guidelines on specific stormwater requirements for dissemination to districts.
10%	E	Assist with the development, maintenance and monitoring of existing and new databases and preparation of tables, information, achievements, and analysis for the Department's Annual Report to the State Water Resources Control Board and other reports. Provide assistance in obtaining needed information for specific reports. Review studies, reports and BMP proposals in maintenance facilities or highways. Assist in the development of allocation plans for program related resources.
5%	M	Prepare correspondence, action requests, and other communications on stormwater and environmental related issues. Attend stormwater and environmental meetings which may impact district maintenance operations and resources.

<sup>1</sup>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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a working knowledge of maintenance functions and facilities, roadside stormwater conveyance systems, plant materials, irrigation systems, erosion control methods, worker safety and hazardous materials management, and the principles of program management and procedures of the Department. Should have a working knowledge of stormwater requirements; State and Federal Laws defining environmentally sensitive areas, areas of special biological significance and waste management; the Department's statewide NPDES permit; the Division of Maintenance requirements of the SWMP; the Maintenance Staff Guide of BMPs and other related environmental issues. A valid Civil Engineer Registration in the State of California is preferred but not required.

Must have the ability to do independent investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards when necessary. The incumbent must be able to expand on the practical application of written policies, procedures, and standards. Must have knowledge of contract writing and management.

Must be able to judge work quality and performance, interpret Departmental policy, make clear oral and written presentations, demonstrate leadership abilities, work as a member of a team and be flexible in a changing environment.

Applicant must have working knowledge of automated office equipment and software and be able to prepare reports, spreadsheets, basic charts and presentations. Applications include Microsoft Word, Excel, Access, Power Point and the Department's available systems.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Acts as a maintenance program expert in matters dealing with NPDES and related storm water compliance issues, and environmental reporting and regulations. This position is responsible for independent action in carrying out assigned duties relating to the Department's NPDES and environmental policy implementation for maintenance functions.

The consequence of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non compliance with permits and plans, permit violations, procedural errors being incorporated into Division of Maintenance policy documents and the misapplication of resources.

The incumbent must demonstrate the ability to plan and organize activities, assist on a wide range of matters concerning policy development of maintenance functions, roadside management principals, etc. and work effectively and efficiently with Headquarters, District staff, and other internal and external stakeholders. The incumbent must have the ability to analyze complex problems and recommend effective courses of action, evaluate technical data, and make objective recommendations for maintenance related issues.

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### PUBLIC AND INTERNAL CONTACTS

Maintains continuing relationships with HQ and district maintenance stormwater coordinators, engineering and field staff, various headquarters programs' staff, consultants and with the public for information gathering and dissemination. Meets and confers with many different operational and management levels within the department, the district, outside agencies and local interest groups.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at base of operations, employee will work in a climate-controlled office, under artificial lights. Employee will be required to travel and work outdoors for site and activity reviews, and may be exposed to dirt, noise, uneven surfaces, extreme cold and heat, and work in close proximity to traffic. Employee will be required to meet deadlines and deliverables, sometimes with very tight time frames and/or involving controversial issues.

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### WORK ENVIRONMENT

Employee may be required to sit for long periods of time using keyboards or video display terminals. Employee may be required to work in close proximity to traffic as part of site or activity reviews. Employee may be involved in meetings and discussions with other agencies and/or parties, which may be less than amicable.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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