

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

|  |   |               |
|--|---|---------------|
| CLASSIFICATION TITLE<br>Transportation Engineer Tech | OFFICE/BRANCH/SECTION<br>Dist. 4 / Design Services/ Hydraulic Engineering |               |
| WORKING TITLE<br>Hydraulic Engineer Technician       | POSITION NUMBER<br>904-104-3175-XXX                                       | 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 general direction of a Senior Transportation Engineer, the incumbent will assist in producing drainage plans and assist with all other Hydraulic Engineering Office matters within the nine Counties from which District 4 is comprised.

**CORE COMPETENCIES:**

As a Transportation Engineer Tech, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Pride)

**TYPICAL DUTIES:**

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

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| 45% | E | Prepare drainage plan sheets for PS&E submittal which includes Plans, Profiles, Details and Quantities)<br><br>Doing the redline revisions as directed by the Engineer or during the 35%, 65%, 95%, 100% and post 100% milestone of project delivery.<br><br>Work on Contract Change Order(CCO) or Addenda changes   |
| 25% | E | Responsible for maintaining the Hydraulic Engineering filing system, our library of drainage details, and our training history database.<br><br>Responsible for Cal-Card purchases, maintaining office supplies and maintaining copier and printer. assist with all other non-engineering office matters such as safety meetings, scheduling of training, and IT/ phone coordination |
| 20% | E | Retrieve as-builts, completed project files and FEMA floodplain maps as requested by the Engineer.   |
| 5%  | M | Assist in field assessments.   |
| 5%  | M | Other duties as required.  |

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent works under the direction of a Senior Transportation Engineer and will not supervise other staff.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be capable of reading and understanding drainage plans; must be familiar with current drafting software; must be able to analyze and perform duties in a systemic way.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes decisions on translating drainage information onto drainage profile and quantity sheets; makes decisions on maintenance of databases and supplies. Errors by the incumbent would result in delays to project approval and completion of a given project and could result in losses of time and money to the contracted Consultant, the local funding agency, and/or the State.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent establishes and maintains a close working relationship with other District Offices and Headquarters Divisions for the purposes of coordinating hydraulic plan production activities, maintaining office supplies and updating training histories.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display monitor. Incumbent may also be required to move large or cumbersome plans from one location to another. Incumbent may be required to perform field work at sites with varying degrees of accessibility. Incumbent may be required to carry heavy field equipment. Incumbent must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and attempt to diffuse emotionally charged issues or problems in a professional manner.

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### WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate controlled office under artificial lighting. The incumbent will also be required to travel and work outdoors and will be exposed to weeds, dirt, noise, and extreme heat and cold.

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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