

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 9 Engineering, Branches A-C	
WORKING TITLE Transportation Engineer (Civil) - Design Leadworker	POSITION NUMBER 909-200-3135-911	REVISION DATE 06/04/2024

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 and supervision of a Senior Transportation Engineer, the Transportation Engineer (Civil), Range D performs activities requiring engineering registration and the knowledge, skills, and abilities as well as project management skills for the preparation and review of plans, specifications, estimates, design drawings, exhibits, written documents, presentations, and other related work for transportation projects. Transportation Engineer (Civil), Range D requires registration as a professional engineer in the State of California. Acts as leadworker for other engineering and technical staff.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **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 - Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, 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 - Engagement, Equity, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Innovation, Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

40%	E	Engineer-of-record responsible for the development, coordination and review of engineering documents and plans, estimates, and specifications (PS&E) for highway, freeway, and transportation facility projects. Develop, recommend, and/or review alternative solutions to transportation challenges by using engineering knowledge, skills and abilities ensuring Caltrans, State, Federal and other applicable design standards, policies, and guidelines are met. Performs as the engineer-in-charge (leadworker) leading the work of engineers and technicians through assigning and directing project tasks, assisting in skills development, reviewing work, and coordinating timely delivery, quality control and/or quality assurance of the engineered products. Incumbent must produce PS&E and review projects involving layouts, profiles, typical cross sections, title sheets, super elevation diagrams, drainage, construction details, grading, utilities, traffic striping, stage construction, detours, ADA (Americans with Disabilities Act) design, and quantity summaries.
20%	E	Coordinate and collaborate with other functional units to drive efficiency and ensure quality control/quality assurance for responsible projects. This includes collaboration with other departments such as Environmental, Storm Water, Right-of-Way, Land Surveys, Traffic Design, Maintenance, Planning, and Construction to identify and obtain critical items necessary for the delivery of a quality and buildable project. These items include environmental documents, permits, survey data, right-of-way acquisition, right-of-way certification, contract change orders, and other critical path items. Make complex engineering decisions that include design constraints, materials, and the safety considerations.
15%	E	Perform Computer Aided Drafting and Design (CADD) and manual delineation on different media types for complex designs and project plans, design drawings, displays, plots, and other mappings. Use current drafting software, guidelines and tolerances. Use complex mathematical skills for calculations and designs. Manage a project by using various project management techniques such as developing work plans, monitoring, and reporting on the project cost, scope, and milestones/schedules.
10%	E	Engineer-in-charge of the development and review of technical reports, studies, and documents that include Project Initiation Reports (PIR), Project Scope Summary Reports (PSSR), Project Reports (PR), design exceptions, memorandums, technical engineer studies and calculations, and letters.
10%	E	Perform field work collecting and recording project field data such as elevations and distances by using various survey instruments and other equipment. Research information relating to the project assignment through various records such as appraisal maps, as-built drawings, photo log and various reports.
5%	M	Provide an accurate and timely report of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, safety reports, and overtime logs. Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meetings such as staff, safety, project and public meetings. Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.

¹ESSENTIAL 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; however, the incumbent may be given the authority to lead in the absence of the supervisor. The incumbent acts in a lead worker capacity while delivering projects and products but does not supervise. The lead worker is expected to provide technical guidance, review work, assign tasks, and coordinate the activities of other engineers or engineering staff working on their assigned projects in their capacity as the engineer in responsible charge and a licensed professional engineer. The lead worker also provides the Senior Transportation Engineer input on employee performance, and prepares recommendations relating to work assignments. The authority of this role limited to a non-supervisory role.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Knowledge of:

- Transportation design, survey, and construction terminology, methods, and concepts such as horizontal and vertical alignments, structural sections, typical section, traffic operations, hydrology and hydraulics, surveying, maintenance and construction work.
- Department design standards, manuals, policies, and directives.

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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- Functions and organization of other work units within the department such as traffic, surveys, right of way, office engineer, HMA and PCC pavements, hydraulics/hydrology, and utility coordination.
 - Department and work unit policies and procedures such as sexual harassment, violence at the workplace, discrimination, ethics, and state equipment usage
 - Project management techniques such as developing work plans, monitoring project scope, cost, and milestones/schedules.
 - Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work

Ability to:

- Use and/or adjust various office and field equipment such as survey, video, drafting, and reproduction
- Perform complex mathematical calculations.
- Use CADD systems and software to design, prepare and modify drawings
- Effectively communicate both verbally and in writing at a level required for successful job performance.
- Assist in planning and organizing project needs, and directing others.
- Prepare technical reports and other project related documentation.
- Communicate effectively orally and in writing.

Analytically:

- Check accuracy of own work and the work of others.
- Develop, review, and recommend project alternatives
- Understand engineering principles design standards.
- Analyze situations accurately and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the technical information and engineering data upon which recommendations, conclusions, and decisions are based. Failure to provide accurate and timely information could jeopardize project and programmed delivery. Project delivery failure could lead to loss of department credibility, increased liability, and affect the cost and schedule of improvement projects. Omissions in plans and reports could lead to unnecessary change orders, claims, and delays; errors in judgment could result in a design project of lesser quality, which could increase project construction costs or increase exposure to tort liability.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to establish and maintain a professional and cooperative relationship with those contacted in the course of the work./ Such as with, headquarters and District functions, contractors and their employees, engineering consultants, and affected public in order to transmit or obtain relevant engineering information. Occasional contacts can be expected with the general public, public agencies, and elected officials or their staff. These contacts could be verbal or written, as needed, to perform assignments. Must be able to guide project teams to issue resolution and be able to build consensus within teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites or meeting locations.
- Must be able to transport a variety of objects, test materials, measuring instruments, that are less or equal to 40 pounds.

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

- Overtime may be required and vacation restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

The majority of the work performed will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Outdoor work to conduct project field reviews or collect project field data may occasionally be required. Fieldwork may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, heights, and moving vehicles or equipment. Must utilize appropriate personal protection equipment (PPE) while on site or performing field work.

Travel, one-day or overnight trips, may occasionally be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

The typical office working hours are between 7:30 a.m. and 5:00 p.m. Monday through Friday, and 40 hours per week.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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