

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District10 Environmental/ Office of Env. Eng,Plan and Mgmt	
WORKING TITLE Air, Noise, Water Quality and Hazardous Waste Specialist	POSITION NUMBER 910-156-3135-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 supervision of a Senior Transportation Engineer, the Transportation Engineer performs a variety of engineering tasks relating to transportation project impacts on noise, air quality, water quality and hazardous waste assessments. The Transportation Engineer prepares environmental engineering technical reports (air, noise, water quality and hazardous waste), works closely with appropriate agencies to help develop Best Management Practices, reviews district PS&E packages, and prepares non-standard specifications. The Transportation Engineer provides technical oversight for studies for Local Agency projects, prepares task orders, and manages reviews and evaluates technical studies and reports prepared by consultants. The Transportation Engineer may also be involved in design and monitoring of mitigation measures related to air, noise, water quality and hazardous waste. The Transportation Engineer may prepare portions of general environmental documents.

**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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **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 - Innovation, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, 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. (Cultivate Excellence - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Engagement, Integrity)

**TYPICAL DUTIES:**

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

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35%	E	Identify and evaluate existing and potential conditions resulting from transportation projects to decide the proper course of action for noise, air quality, water quality, hazardous waste investigation and mitigation. Prepare technical study reports (noise, air, water quality and hazardous waste) for environmental documents, recommend mitigation for project impacts, and monitor effectiveness of mitigation measures. Research and make recommendations for minimization measures for operational and construction noise, air quality, water quality and hazardous waste.
20%	E	Writes task orders and oversee the work of consultants for the performance of noise, air quality, water quality or hazardous waste studies. Performs consultant oversight of studies for Local Agency projects. Review plans, specifications and estimates (PS&E) to ensure all environmental commitments are included or have been addressed. Conduct constructability reviews for projects in PS&E. Review and prepare non-standard specifications.
15%	E	Act as a Project Development Team member or provide support to team members; participate in public meetings and hearings; coordinate with local, state, and federal agencies. Coordinate with Headquarters and other Caltrans units on noise, air quality, water quality and hazardous waste procedures. Interpret and apply new regulations and health standards.
10%	E	Prepare preliminary plans, estimates, and contract specifications for noise, air quality and water quality. Performs 30%, 60% and 95% constructability reviews for projects in PS&E; attend PS&E constructability review meetings.
10%	E	Review environmental documents as they relate to the prepared air, noise, water quality, and hazardous waste studies to ensure correct summarization. Preparing text for newspaper notices, public meeting handouts, and display boards; providing information and answering questions at public meetings. Respond to public comments about highway noise when no construction project is involved. This includes field studies and a follow-up report to the local transportation agency, and to the homeowner.
5%	E	Maintain files of all documents prepared and update the Caltrans environmental database according to county, route and post mile. Works with Construction staff to assist with monitoring of ongoing construction projects to promote quality and consistency with environmental commitments. Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Capture meeting minutes, document engineering decisions and maintain project files. Prepare correspondence as necessary.
5%	M	Works with Construction staff to assist with monitoring of ongoing construction projects to promote quality and consistency with environmental commitments.

<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**

The incumbent does not supervise but may function as a lead

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

Noise, air quality, water quality and hazardous waste analytical testing methods

Relative toxicity and effects of common air contaminants, water pollutants and hazardous waste streams

Physical and geophysical testing methods for various hazardous wastes;

Interpretation of chemical and physical testing results and statistical methods for hazardous waste and water quality;

Type, behavior and relative hazards of contaminants in the environment;

State and Federal laws and regulations relating to the environment, noise, air quality, water quality and hazardous waste;

Caltrans policies, procedures and methods regulating noise, air quality, water quality and hazardous waste;

Nature and behavior of noise, air, water and hazardous waste;

State, local, and regional governmental organizations as they relate to environmental planning, noise, air quality, water quality and hazardous wastes;

Natural, physical and earth sciences;

Trends in environmental and urban and regional planning;

Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations;

General Principles and techniques of research and statistical analysis;

Methods and techniques of environmental impacts;

Various types of public facilities and how they service the community;

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Geologic resources and processes, survey equipment and techniques;  
Principles of hydrogeology, hydrology, hydraulics, ecology, air resources, soil science, soil mechanics and hazardous waste migration.

### Abilities to:

Analyze environmental situations accurately;  
Gather and analyze data and technical information;  
Prepare written reports;  
Use a noise meter to measure sound;  
Use of portable water quality measurement field devices;  
Use the EMFAC, CALINE, AERMOD and TNM programs to predict air quality and noise impacts;  
Work effectively with others as an interdisciplinary team member;  
Conduct interviews for data gathering;  
Apply general techniques of insuring participation in the planning process;  
Establish and maintain cooperative relationships with the District, Caltrans, the public and outside agencies;  
Recommend appropriate mitigation measures for impacts;  
Assist in negotiation by management for environmental approvals.

### Analytical Requirements:

Performing increasingly responsible and varied assignments under decreasing degrees of supervision;  
Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process;  
Research, analyze and summarize technical data both manually and with computer programs;  
Interpreting maps, site plans, building plans, specifications, graphs and statistical data;  
Preparing clear visual displays, such as maps, graphs, and illustrations;  
Make clear and persuasive presentation of ideas; preparing clear, concise and complete technical reports, correspondence and other written materials;  
Work with and advise other agencies and the public;  
Must keep current with the latest literature, guidance, regulations, and procedures for technical environmental issues.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Transportation Engineer independently makes decisions relative to the collection and analysis of data and report content. The incumbent makes recommendations regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources. Failure to identify issues early and bring these to the attention of the supervisor can result in project delay or cost increases. Errors may delay project clearances or require that work be redone.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with other Environmental staff, Project Managers and engineering staff to ensure timely project delivery. As required, the Incumbent will work with headquarters and other functional units, as well as staff from local, state and federal agencies. Some contact with the public may be required. In these and all interactions, it is expected that the Incumbent will represent Caltrans in a professional and cooperative manner.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a computer. May be required to move large or cumbersome reports and/or equipment. While performing field reviews, employee may be required to work on uneven terrain, lift, carry, bend, kneel and stoop. The workload is subject to frequent, substantial, and unexpected changes. Must be able to organize, prioritize, concentrate for long periods of time, formulate effective strategies, multi-task, adapt to changes in priorities, and complete complex tasks or projects with short notice. Must quickly grasp new information and comprehend technical policy and procedural documents.

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### WORK ENVIRONMENT

Work will be done in a climate-controlled office under artificial lighting. While in the field, the Incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including loud noise, dust, chemicals, wet, rainy, cold or hot weather. Hard hat, safety vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional overtime,

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travel, and overnight stays may be required.

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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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