

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D2/Planning/Local Assistance
WORKING TITLE Local Assistance Engineer	POSITION NUMBER 902-800-3135-
	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 the District Local Assistance Engineer, the incumbent will be responsible for administering Local Assistance projects and programs and performing a wide range of engineering tasks in support of the District's Local Assistance Program. This position requires a significant amount of day-to-day external contact with our local agency partners and is subject to many time sensitive deadlines. It is essential that the incumbent can thrive in a team-oriented environment working in partnership with the other staff members in the unit.

**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 - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - 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. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - 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 - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	Perform engineering work involving the review, preparation, acceptance and processing of a variety of project documents including, but not limited to: Requests for Authorization to proceed, field review forms, PS&E (Plans, Specifications & Estimates) certification and checklist, contract documents, award submittals, contract change order review/approval, final expenditure reports, progress invoices, final invoices, program agreements, and consultant contracts. Analyze and interpret Federal and State regulations, statutes, policies and program guidelines by the Federal Highway Administration (FHWA) and Caltrans Division of Local Assistance (DLA) for project delivery. Independently plan, organize and perform a variety of complex technical and analytical engineering activities.

**ADA Notice**

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25%	E	Manage any assigned program for the District (i.e., HBP, HSIP, HIP, ER, ATP, STIP, PROTECT, CRP, Clean CA, SS4A, etc.). Analyze and make decisions related to the selection of local agency projects for funding, the eligibility of project related design and construction costs for Federal-Aid reimbursement. Perform mandated task involving detail review of progress invoices including: award packages, detailed estimates, contract change orders, and participating costs. Coordinate with HQ Programs and HQ accounting staff to ensure the established guidelines are implemented accordingly. Ensure projects are accurately programmed and represented in State Transportation Improvement Program and other programming documents. Coordinate with District Regional Planning, HQ Transportation Programming, Regional Transportation Planning Agencies, California Transportation Commission Liaison, Local Agencies, Division of Local Assistance, and Resource agencies. Responsible for the administrative activities of managing the Federal funded and State funded programs under the responsibility of the District Office of Local Assistance.
15%	E	Maintain project files and databases. Tracking of project milestones including but not limited to NEPA, permits, PS&E, Right of Way, Timely Use of Funds, Advertisement, Award, Construction, and project completion. Databases would include LP2000, VIPER, FADS, CalSMART, and FileMakerPro as necessary.
5%	E	Coordinate with Environmental and Right of Way staff, as well as other functional units to provide assistance to local agencies, including, but not limited to the review of environmental documents and right of way certifications.
5%	E	Meet with local agencies to review project file procedures related to the Local Assistance program, including review the local agencies' contract procedures with consultants for various phases of project components and construction bidding documents to ensure all procedures as outlined in the Local Assistance Procedures Manual (LAPM) and program guidelines are followed correctly. As a result of the process reviews, coordinate with the Division of Local Assistance to ensure correction actions are taken (if needed) and complete final process reviews.
5%	M	Other duties as required including producing meeting minutes, maintaining project files, attending training, special reviews, handling telephone inquiries, attending public workshops, developing other staff, attending staff meetings, and interpretation of new requirements. On occasion, brief assignments in other functional areas may be necessary.

<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**

None

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of transportation engineering and an understanding of the project development process. Must have knowledge of federal-aid transportation funding processes and regulations. Must have the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks along with the ability to work under pressure. Must have the ability to be proactive; interpret and communicate changes in program policies and procedures; and anticipate program impacts. Must have strong organizational skills and communication skills. Must be self-motivated and have the ability to work with externals. Must have the ability to spend time traveling to meet with local agencies in the locality of the projects and meet with Regional Transportation Planning Agencies. Must be a motivated self-starter capable of accepting accountability and responsibility with minimal oversight. Must possess good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners. Must be able to handle critical assignments within short time-frames, undertake multiple tasks simultaneously, and learn tasks with little or no formal training. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations and presentations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Independently performs responsible and complex administrative work for the Local Assistance Program. Incorrect information supplied to management, DLA, local agencies or FHWA could result in monetary loss and impaired local project delivery.

**PUBLIC AND INTERNAL CONTACTS**

The position requires coordination and communication with district staff, DLA, local government agencies, State and Federal

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agencies and the public.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand for periods of time using a keyboard and video display terminal. The incumbent may be required to transport a laptop computer and portable printer and projector. The incumbent may be subjected to high levels of stress. Mental requirements may include sustained mental activity needed for report writing, auditing, problems solving, analysis and reasoning, multi-tasking and changing priorities with short notice. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

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### WORK ENVIRONMENT

While at his/her base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat and cold. Periodic travel is required for fieldwork and training. Incumbent may be required to work overtime and may remain in field locations in rural areas without facilities.

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**TELEWORK** - 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.

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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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