

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 11/Design, Central, NCC, and SCTC	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 911-XXX-3135-XXX	REVISION DATE 09/10/2024

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 of a Senior Transportation Engineer (Design Manager), the Transportation Engineer, Civil (TEC) performs a wide variety of professional engineering work. The incumbent plans, designs, conducts, coordinates, and reviews the technical preparation of transportation projects, reviews the work of others, coordinates project activities, reviews various transportation documents, and does other related duties and responsibilities. As the incumbent progresses in experience, the work will be more complex and may function as a lead person over activities of various engineering and technical personnel.

Range D requires possession of a valid certificate of registration as a civil engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

**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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Pride)
- **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. (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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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 - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First - Integrity)

**TYPICAL DUTIES:**

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

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25%	E	Plans, designs, coordinates, and reviews the technical preparation of Project Initiation Documents, Project Reports, Plans Specifications and Estimates (PS&E), and Design Exceptions for transportation projects. Reviews or assists in reviewing project proposals, plans, and specifications prepared by technicians, consultants, and others to ensure all assignments are in compliance with applicable regulations using engineering knowledge and skills applying engineering design standards, guidelines, manuals, and requirements. Keeps or assists in keeping the necessary records pertaining to construction progress, job expenditures, budget programs, and work order balances; confers with contractors regarding compliance with plans and quality of work and construction activity. Maintains expertise and knowledge of pertinent laws, statutes and regulations, engineering solutions, design standards, and computerized information systems.
25%	E	Coordinates project activities, including but not limited to, geometrics, traffic operations, hydraulics, geotechnical, environmental, construction, maintenance, planning, budget, and safety-related issues with consultants, other Caltrans divisions, the public, and other agencies to ensure adherence to the time constraints of the project schedules. Assists Design Manager in preparing consultant project task orders Supports Design Manager with tracking project schedules and costs estimates.
25%	E	Reviews environmental documents, planning documents, traffic studies, tentative maps, encroachment permit applications, and documents from public agencies as they relate to existing and future Caltrans facilities. Prepares and presents information and correspondence to the public about all types of transportation engineering matters. Conducts and coordinates plan safety reviews and field safety reviews for the District.
15%	E	Evaluates alternative design solutions for transportation projects to balance environmental considerations, transportation benefits, and project costs, and provides an effective course of action to management. Uses computer programs and processes to compile engineering data and prepare project plans and documents.
5%	E	Assists management in identifying staff's training needs and completing training plans for assigned staff. Provides input to management on staff performance for performance appraisals, development plans, merit salary adjustments, disciplinary action, and reviewing time reporting sheets. Provides a communication link between management and assigned staff. Attends training courses as required and provides formal and informal training to staff.
5%	M	Participates in internal and external teams and committees. Provides backup support to other team members during absences. Performs other job-related duties within the scope of the classification.

<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 has no direct supervision of others but may function as a lead person over the activities of various engineering and technical personnel.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS****Knowledge Requirements:**

- Basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; and engineering economics.
- Project development procedures, standards, policies, and practices and must possess knowledge of Caltrans' organization and its functional units, and safety-related issues.

**Abilities Requirements:**

- Communicate effectively and present information clearly.
- Establish and maintain friendly and cooperative relations with those contacted in the course of work.
- Identify conflicts or issues and communicate those issues with the appropriate staff.
- Work effectively with other functional groups to resolve conflicts and develop solutions.
- Multi-task and adjust priorities to keep up with variable workloads and circumstances.
- Work independently, effectively, and efficiently on assigned tasks and meet deadlines.
- Review and track plans, specifications, and project schedules and costs to accurately complete assigned tasks.
- Locate and reference appropriate standards, guides, and other sources of information independently.
- Identify operational needs promptly and coordinate accordingly.
- Make neat and accurate computations and engineering notes and prepare various reports using Microsoft Office (e.g., Excel, Word, PowerPoint) and other computer applications (e.g., Computer-Aided Design Drafting (CADD)).

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- Work longer than eight (8) hours per day when the assigned tasks require such a commitment.

### Analytical Requirements:

- Perform accurate engineering calculations, use logical analysis, and exercise good judgment when recommending appropriate action.
  - Apply sound judgment in independent situations.
  - Analyze factors and take effective action to accomplish tasks and resolve issues.
  - Evaluate various types of engineering data.
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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions and actions inherent in the planning and organizing of various activities in conformance with accepted engineering practices, Caltrans standards, manuals, specifications, and policies. The incumbent must work closely with the manager and other functional units.

The incumbent is responsible for adhering to the time constraints of the project schedule while maintaining project scope and quality of completed work, and proper use of State time, equipment, and materials. The incumbent's decisions made during the project development process have a direct impact on the quality of the final transportation facility and the safety of the traveling public. On occasion, the incumbent may be assigned to assist other Transportation Engineer (Civils) on a portion of a specific project.

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### PUBLIC AND INTERNAL CONTACTS

Coordination with other District Divisions is required regularly. Preparation of project information for outside agencies, citizen groups, and the public is required. Contacts may be made with people representing other districts, departments, agencies, consultants, and the public through formal/informal meetings, presentations, and written correspondence. Public contact by telephone or in-person is common. Meetings with the public and other agencies will occur during and outside normal working hours.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The physical demands described here represent those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbents uses a keyboard, mouse, and video display monitor, and may be required to stay stationary for prolonged periods, and may be required to move large or cumbersome plans and diagrams from one location to another.

Mental requirements include but are not limited to simultaneously working on several assignments and deadlines, working within a noisy and occasionally distracting work environment, and evaluating and understanding critical calculations, data, and other material that may require long periods of mental concentration.

Emotional requirements include but are not limited to effective personal interaction skills and the ability to effectively deal with others in various situations, deal with situations calmly and respectfully, and maintain composure in the face of confrontation and highly charged emotional situations. The incumbent must have the emotional ability to maintain a positive, customer service-oriented attitude, resolve emotionally charged issues reasonably and diplomatically, develop and maintain cooperative working relationships with all contacts, and be receptive to change, new information, and new situations.

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### WORK ENVIRONMENT

Work will be both indoors and outdoors. While working indoors, the incumbent works in a climate-controlled environment, under artificial lighting in an office building, field office, or trailer. For outdoor work activities, the incumbent may be exposed to variable traffic conditions, dirt, dust, chemicals, loud noise, uneven surfaces, and inclement weather conditions. Travel to different work locations within the District including San Diego and Imperial Counties may be required. Possession of a valid driver's license is required to operate a State vehicle or personal vehicle. Working at night and overtime may be required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. The incumbent is expected to be able to report to their worksites with minimum notification if an urgent need arises. The incumbent is required to commute to the headquartered location as needed to meet operational needs. Business

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travel may be required, and reimbursement considers an incumbent'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 incumbent.

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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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