

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D10/ Division of Maintenance/ Maintenance Engineering	
WORKING TITLE Transportation Engineer (Emergency Coordinator)	POSITION NUMBER 910-600-3135-113	REVISION DATE 05/03/2022

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 Senior Transportation Engineer (Chief, HM/Minor B/Emergency Maintenance Engineering), the incumbent will serve as the District 10 (D10) Emergency Coordinator providing guidance, oversight and policy determinations, coordination and implementation of projects related to major damage restoration and roadway protective betterments for implementation of 10-year SHOPP Plan. In addition, initiating and coordinating District emergency projects. Assists the D10 Asset Management Team. Incumbent may also be loaned to construction as an inspector on Major Maintenance projects. This position requires working independently and as a team member to complete assignments.

**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 - Engagement, Equity, 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, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Advance Equity and Livability in all Communities - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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, Advance Equity and Livability in all Communities - 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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Integrity)
- **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 - Engagement)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)

**TYPICAL DUTIES:**

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

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45%	E	Initiate and administer Director's Orders by procurement with Force Account and/or Informal Bid Contracts immediate threat related to the major damage restoration program and other programs. Research as-builts, project history files, encroachment permits, and conduct field reviews to gather measurements and data needed to determine scope for projects mentioned above with associated work. Facilitate and conduct meetings with Regional Maintenance for emergency projects, capture meeting minutes, document engineering decisions, coordinate with construction and submit emergency project history files.
30%	E	Serves as Program Advisor and interacts with HQ Advisor, Regional Maintenance, and Maintenance Engineering Advisors and other functional units when initiating projects under major damage restoration & protective betterments; Major Damage, Highway Maintenance, Minor B, Minor A, and coordinates with Asset Management on major capital projects under SHOPP, 130, 131 & 150 programs. Must track all capital projects and coordinate with maintenance projects that have been initiated under these programs.
20%	E	Serves as Program Advisor managing the Protective Betterment Program for the District. Develops and manages projects for strategic implementation working with Asset Management to program in 10-year SHOPP Plan Document providing strategies and conceptual reports to assure projects meet the purpose, need, and requirements of the individual programs.
5%	M	Ensures that all work performed by others for District betterment projects comply with current standards, policies and procedures as laid out in the Highway Design Manual, Plans Preparation Manual, RTL Guide, Design Information Bulletins, other policy bulletins, other documented statewide and district management approved manuals, directives, guidance, and memorandums.

<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 directly supervise others but may act in lead capacity and may be called upon to act in the absence of the supervisor for short periods of time.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have knowledge of:

- Computer software including; E-mail, Word, Excel, PowerPoint, Microstation, GIS.
- Project Development Procedures Manual, Highway Design Manual, Construction Manual.
- Caltrans' organization and Departmental policies; policies (design, construction, maintenance, management, etc.)
- Procedures, Caltrans standards, and other factors that need to be considered in the planning, design, construction, maintenance, roadside safety, and erosion control.

The ability to:

- Provide leadership, guidance, and oversight regarding roadside safety, and erosion control to staff
- Make sound engineering decisions and clearly express ideas, situations, plans and decisions, both verbally and in writing.
- Organize and prioritize projects, keep documents and data.
- Manage and estimate the workload resources, including consultants, using AMS Advantage and Project Resourcing and Schedule Management program (PRSM).
- Establish and maintain friendly and cooperative relations with those contacted.

Analytical Requirements:

- Analyze basic principles of economics, such as life cycle cost analysis and benefit/cost analysis, as applied to projects.
- Analyze situations to identify potential conflicts/risks and take effective actions.
- Analyze issues and reach an independent decision to a solution.
- Analyze schedules and provide an action plan for meeting deadlines.
- Analyze bids on emergency contracts and recommend award.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Emergency Coordinator provides engineering support to field maintenance and other functional units. The incumbents engineering judgment should conform with Caltrans standards, policies, and procedures related to major restoration issues. Errors in project recommendations and reviews could result in the waste of the employee's time, delay of projects, incorrect data being relayed to functional units, increase in construction costs, and tort liability for the Department. The incumbent is responsible for working independently and exercising initiative in carrying out assigned duties. The incumbent is responsible for his/her actions, decisions, quality of completed 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 disciplinary or adverse action and possible termination.

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### PUBLIC AND INTERNAL CONTACTS

This position requires maintaining an effective, cooperative, and professional relationship with Project Managers, District Management, District Maintenance, Central Region staff, Headquarter Divisions, local agencies, contractors, and the public. Contact with other State agencies, local agencies, and the public is an essential part of the position.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships with internal and external personnel. The employee will be required to drive a company vehicle for field reviews and investigations throughout the District's mountain and valley areas. The employee may be expected to move engineering equipment weighing up to 50 pounds, occasional bending, stooping, kneeling, walking, and digging while performing field work. Must conduct oneself in a professional manner toward others and demonstrate a sense of responsibility and commitment to public service.

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### WORK ENVIRONMENT

This is a remote working / office (hybrid position). Subject to ongoing negotiations, the projected schedule can range from one (1) to two (2) days in the office and three (3) to four (4) days working from home.

At home, the incumbent will be working at a desk with two monitors, a laptop, docking station, and web-cam.

The incumbent will work at workstations within shared cubicles primarily in a climate-controlled office under artificial lighting.

Building temperatures may fluctuate due to unexpected heating and air conditioning problems.

The incumbent will be required to urgently travel for one-day trips as well as overnight trips and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather) and various terrain.

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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