

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 01 Office of Maintenance Engineering and Minor B's	
WORKING TITLE HM-5 Project Engineer	POSITION NUMBER 901-600-3135-918	EFFECTIVE DATE 07/25/2024

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 the Senior Transportation Engineer, District 1 Office of Maintenance Engineering and Minor B's, the incumbent will serve as a Project Engineer and Program Coordinator. The incumbent will perform a wide variety of transportation engineering tasks related to the management of the District's Maintenance Stations, Transportation-Related Facilities, and Safety Roadside Rest Areas. The incumbent will be responsible for developing service contracts, Minor B contracts, and Major Maintenance Projects under the Highway Maintenance HM-5 (Facilities) Program. The position requires the incumbent to possess a valid California Driver's License. A Professional Engineering License is highly desirable.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, 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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Pride)
- **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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, Pride)
- **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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

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

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45%	E	Prepare plans, special provisions, and cost estimates (PS&E) for HM-5 Facilities projects. Conduct site reviews for accurate planning and estimation. Coordinate with District, North Region, and Headquarter functional units for required clearances, PS&E packages, contract documents and processing. Ensure contract documents adhere to design standards and regulatory requirements. Coordinate with the Division of Procurement and Contract and District Office Engineers to ensure timely advertisement and award of HM-5 projects.
20%	E	Coordinate maintenance and repairs at Maintenance Stations and Safety Roadside Rest Areas (SRRA). Review needs, develop alternatives, and work with local vendors, contractors, and state forces to complete work. Manage budget and expenses while adhering to Caltrans purchasing and contracting guidelines. Review District 1 water and wastewater systems for compliance with state standards and good engineering practices. Assist water operators with meeting standards and coordinate with regulatory agencies to maintain compliance records.
10%	E	Serve as the Single Point of Contact (SPOC) for Facility Condition Index (FCI) assessments in District 1. Review and analyze current asset conditions and verify data accuracy with HQ Maintenance Facilities Program. Coordinate with Division of Engineering Services Subject Matter Experts to address detailed building needs. Ensure accuracy and completeness of FCI assessments for transportation-related facilities in District 1.
10%	E	Develop the Highway Maintenance HM-5 (Facilities) program according to the Major Maintenance Program criteria and timelines. Collaborate with District Maintenance Engineer and field staff to create project proposals for the HM-5 annual work plan. Evaluate project needs, scope, delivery schedules, and cost estimates. Review project priorities and submit requests to Headquarters Maintenance for HM-5 project funding. Coordinate with Asset Management to create and update project records in the Asset Management Tool (AMT), including costs, schedules, and performance metrics.
10%	M	Act as District 1 SHOPP coordinator for Equipment Facilities (351) and Maintenance Facilities (352) programs. Develop the District's 10-Year SHOPP plan for the 351 & 352 programs in line with Caltrans' Facilities guidelines. Initiate projects and oversee the project delivery process to meet Maintenance needs. Attend PDT meetings and participate in project acceptance reviews, acting as a liaison between field maintenance and design/construction teams.
5%	E	Attend staff meetings, quarterly safety meetings, and other District wide meetings. Complete all mandatory training and training necessary to complete job duties.

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 provide supervision to others, but may provide guidance to other engineers and engineering technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Civil Engineering principles, practices, methods, materials, and equipment used in the construction of transportation related facilities. Must understand or be able to learn the preparation of engineering plans using drafting software, design details, and cost estimates to ensure timely delivery of projects. Must be able to communicate effectively, orally and in writing. Ability to analyze complex engineering problems and implement effective and reasonable solutions. Knowledge of required codes and permits related to highway and maintenance facilities operations.

Must be able to communicate effectively and be skilled at working independently and cooperatively with colleagues and external customers. Ability to analyze situations accurately and adopt an effective course of action; develop and evaluate alternatives and solutions; prepare correspondence and reports; analyze data; maintain and manage databases; consult with and advise managers or others functional staff on a wide variety of project subject matter; establish and maintain friendly and cooperative relations with those contacted in the course of the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, calculations, and recommendations could result in increased costs, and adversely affect the health and safety of employees, the public, and the environment, which could subject the Department to fines and penalties, cause disruption to maintenance facilities operations, or hinder the operation of California's transportation network. The incumbent is responsible for their actions, decisions, quality of work, and proper use of State time, equipment and materials. Error in judgment could jeopardize meeting project deadlines and loss of program dollars to the District. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action or possible termination.

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PUBLIC AND INTERNAL CONTACTS

Meets and confers with many different functional units within the Department, members of other local and state agencies, external partners, and the general public. This position requires working with City, County, State Health Department, Regional Water Quality Control Boards, and other agency engineers, planners, and environmental staff on local permitting and compliance issues. Maintain effective, cooperative, and professional working relationships with internal and external partners. The incumbent must communicate effectively orally and in writing, by telephone, via email, and by video conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Problem solving, analysis and reasoning may be required to respond appropriately to situations and to develop and maintain cooperative working relationships. Employee will be required respond appropriately to difficult situations. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce. The incumbent considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.

Routine and emergency site reviews are expected. The employee must be in good physical condition, capable of standing, climbing, stooping, and performing physical tasks, which includes lifting and moving relatively heavy loads. Employee must be able to enter confined spaces such as culverts and be able to work at elevated heights above ground using appropriate fall protection equipment. Possession of a valid driver license issued by the Department of Motor Vehicles is required.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting and will be required to travel to field sites, other office buildings and work outdoors. Employee may be exposed to dirt, noise, uneven surfaces, traffic conditions and extreme weather. May be required to work on weekends or at night in response to emergency situations or to complete critical tasks.

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.)

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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