

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 7/Operations/Office of Traffic Design	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 907-352-3135-027	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 supervision of a Senior Transportation Engineer (Supervisor/Design Manager), the Transportation Engineer (Civil) will assist with the coordination of project requirements and field review project sites to determine necessary action to complete the design for a constructible project; prepare project plans and documents; assure that a high quality product is prepared and completed in a timely manner. The incumbent will work on projects listed under State Highway Operations Protection Program (SHOPP), Highway Maintenance Program (HM) with specific focus on the HM-4 Safety Program, State Transportation Improvement Program (STIP), locally funded/tax measure and other mandates. The incumbent will assist and follow the directions of Lead Person(s) on their assigned projects.

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. (Cultivate Excellence - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - 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 - 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 - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network - Equity)
- **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)
- **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. (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
Essential (E)/Marginal (M)¹ Job Description

ADA Notice

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50%	E	Responsible for the overall project scopes, requirements and delivery schedule, and prepares plans, specifications and cost estimates (PS&E) for SHOPP Minor and Major projects; and HM Safety projects including HM-4 program using appropriate computer applications, design manuals and guidelines, and good engineering judgment. Production of engineering designs, technical specifications, cost calculations, project studies and reports, and related field investigation/inspection activities pertaining to planning, design, construction, and operation of state highway system, facilities and appurtenances. Work objectives encompass safety and operational improvements and involve roadway geometric designs, safety/protective features, American with Disabilities Act (ADA) compliance, roadside rest areas, commercial vehicle enforcement facilities (CVEF) and associated signing, marking and delineation designs. The projects include but are not limited to the following: Locating concrete barriers, guardrails, and attenuators; Pavement Delineation plans, details and quantities; Roadside and Overhead Sign plans, details and quantities; Construction Area Sign plan, Americans with Disabilities Act (ADA) Infrastructure Design, and other required plans and specifications necessary to complete the contract bid package for advertisement and award. Prepares project initiation documents and project reports.
40%	E	Performs Quality Control on various types of technical reports, and plans. Analyzes and understands the scope of work and prepares and reviews project technical documents in connection with project initiation documents, project study reports, project reports, project plans; prepares technical studies, special reports and project provisions/specifications; assures high quality production of PS&Es; participates in field tests for acceptance of work products, features and equipment; performs walk-through assessments during the facility design phase; initiates field land survey requests in preparation for design, construction and proposed system improvements. Researches as-built files and conducts field investigations and measurements. Coordinates with other functional units to ascertain requirements of the project and makes appropriate recommendations on related traffic issues.
10%	M	Attends various staff meetings within Caltrans and with other public agencies, writes memos and reports and properly maintains the electronic project files. Assists the Design Manager and/or Lead person in estimating project resource needs and reviewing the project schedule.

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

None. Range D incumbent may guide or direct other staff and act as the lead for project delivery tasks as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of traffic engineering fundamentals as applied to signing and striping, vertical and horizontal stopping and passing sight distances, whether roadway, intersection and/or weaving section and ADA Infrastructure Design. The incumbent will have extensive use of and the operation of Computer Aided Design and Drafting (CADD) workstation to complete plan drawings and must have the ability to write correspondences and prepare reports. Range D incumbent must possess a valid certificate of registration as a Civil Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists and is in responsible charge of the assigned work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

On occasion, the incumbent may be assigned to assist another Project Engineer on a portion of a specific project; the incumbent's decisions made during the project development process will have a direct impact on the quality of the final transportation facility and the safety of the traveling public. Acceptable traffic plans, specifications and quantity cost estimate for construction will be approved and signed by the responsible engineer. Errors in judgment could result in redesign of projects, change orders in the field, with associated increased costs, or inefficient or improper system operation.

PUBLIC AND INTERNAL CONTACTS

The incumbent assists the Design Manager with the preparation of correspondence and inquiries from the public. Coordination with other District Divisions is required on a regular basis. Preparation of project information for outside agencies, citizens groups, and the public is required. Contacts may be made with people representing other districts, departments, outside agencies, consultants, and the public through formal/informal meetings, presentations, and written correspondence.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent may be required to move large or cumbersome plans and diagrams from one location to another. The incumbent is responsible for adhering to the time constraints of the project schedule while maintaining project scope and quality. Incumbent may also be required to speak in front of large groups.

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WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial lighting, or telework from a location that is safe, ergonomic and healthy. Incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. May be required to work overtime and may remain in field locations in rural areas without facilities.

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.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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