

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 5 Permits	
WORKING TITLE Permit Engineer	POSITION NUMBER 905-351-3135-xxx	REVISION DATE 03/21/2024

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 general direction of District Permits Engineer (DPE), a Senior Transportation Engineer, the incumbent is responsible for the review of encroachment permit applications, writing and issuing permits consistent with State standards, and other administrative functions necessary to conduct the Encroachment Permit Program. Ensures that work performed under a permit complies with departmental policies, standards, and with all other applicable laws. Incumbent is responsible for managing the various tasks involved in processing permits.

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 - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First - 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. (Strengthen Stewardship and Drive Efficiency - Equity, 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, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Equity, 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. (Safety First - Engagement, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Engagement, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network - Engagement, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Performs engineering work involving the acceptance, review, and processing of encroachment permit applications, reviewing water pollution control documents, reviewing and concurring with engineering reports, and issues permits. Evaluates and analyzes permit submittals to determine if proposed work is sound, and submittal is complete. Coordinates, reviews, and analyzes returned engineering comments from various reviewing offices to ensure all issues have been addressed and Caltrans standards, policies, and specifications are applied.

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30%	E	Ability to read, interpret and evaluate engineering plans associated with permit work. Must be able to determine if submitted plans are in concurrence with current Caltrans safety requirements, Standard Plans and Standard Specifications.
10%	E	Input and extract permit related data to/from electronic databases and information systems in regards to permit review, preparation, or closeout . Prepare and maintain various files, records and electronic logs by using computer-based processes to compile engineering and administrative data.
10%	E	Represents the Office of Permits at meetings, internal & external, involving local agencies, private developers, and the public to provide procedural and technical information, and assist in the encroachment permit process. Represent office in phone conversations and e-correspondence to applicants, functional units, agencies, or political representatives.
10%	E	Ensures Permit Applicant's assessment of Caltrans NPDES Construction General Permit requirements, ensuring appropriate stormwater checklists and compliance with Caltrans Standards. Ensure compliance of encroachment permits compliance with environmental (cultural or biological resources) requirements, as-built requirements, engineering requirements, documentation requirements, and asset-management requirements.
5%	M	Performs field reviews and inspection of encroachment permit work. Incumbent must ensure compliance of work with plans, specifications, and permit conditions. Enforces permit conditions and ensures conformance with permit requirements, standard practice and procedures for encroachment permit work.

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 is not a supervisory position, however may act on behalf of supervisor in their absence, or as a leadworker directing student staff if assigned

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of State highway routes, policies and procedures used in California highway-related construction projects, working in the State highway right of way, as well as the Encroachment Permit Manual, Highway Design Manual, Project Development Procedure Manual, and California Manual on Uniform Traffic Control Devices.

Must have a thorough understanding of fundamental engineering and construction principles. Must have knowledge and experience in highway design, drainage design, erosion control design, traffic operations, and/or highway maintenance practices.

Must be able to analyze detailed engineering plans in order to ensure that the proposed highway-related improvements are compatible with existing and ultimate (future) conditions.

The incumbent must have the ability to respond in a professional manner, to work under pressure, to analyze plans and reports, to understand the impact of various permit activities upon traffic, and to identify potential impacts to highway operations and maintenance. The incumbent must be able to recognize and process time-sensitive documents in an expeditious manner. Incumbent must possess skill in performing increasingly responsible and varied assignments under decreasing degrees of supervision.

Must have the ability to represent the Office of Permits at various meetings and have experience giving presentations. Must be tactful and effectively deal with colleagues, internal and external agencies, political officials, law enforcement officials, and the general public in a professional, responsive, diplomatic, and competent manner. Must be able work objectively and effectively while dealing with controversial issues.

Entails conscientious and focused review of engineering plans, documents, and specifications to ensure plans and work will meet minimum departmental standards and policy, as well as applicable laws and codes. Work involves extensive written and verbal communications in developing and responding to correspondence, and in writing encroachment permits. Work involves the summary of time and associated costs to permittees, which may involve preparation of invoices for payment collection or refunds.

May entail determining applicants' or permittees' compliance with the Caltrans NPDES permit, Storm Water Management Plan and the Construction General Permit.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Encroachment Permit program must be administered in a consistent and uniform manner and according to applicable laws,

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regulations, and policies. Departure from this procedure could result in an unfair economic advantage to some, thereby causing poor public relations and possible legal consequences. Poor judgment in issuing permits could also result in serious damage to the highway facility and its operation, could endanger the traveling public, lead to litigation against the Department and State, or increase costs to the public as well as to Permittees.

PUBLIC AND INTERNAL CONTACTS

Sound verbal and written communication skills are required as there is extensive exposure to local agency engineering personnel, engineering consultants representing developers, internal functional units, and the general public. Basic accounting skills are necessary for preparation, review, or revision of permittee payments, refunds, or collection notices.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit long periods of time using a keyboard and computer monitor, which may include viewing small fonts for extended periods. Employee must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze raw data, reason logically, recognize issues and develop solutions. Must be able to behave in a fair and ethical manner toward others, and demonstrate a sense of responsibility and commitment to the local governmental agencies and internal customers.

While performing permit inspection duties at job sites, you may be required to traverse rugged terrain, hilly areas, or uneven surfaces. Exposed to construction materials, dust, extreme temperature, or inclement weather. Traveling between job sites may require long periods of sitting while safely operating a motor vehicle. While performing Storm Water Coordinator duties, you may need to conduct water quality tests.

May need to move large files or reports from one location to another, which requires occasional bending, stooping, or kneeling.

The incumbent will also be required to prioritize work assignments while under pressure. Must have the ability to develop and maintain cooperative working relationships; act with discretion, and respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Use appropriate judgment in identifying issues that need to be elevated to the supervisor.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office setting under artificial and natural lighting. Employee will also be required to drive a State vehicle, either alone or with a co-worker, to meet occasionally with the staff of local governmental agencies at their offices, and also to conduct field reviews and inspections outdoors, and may be exposed to dirt, noise, uneven surfaces, and extreme heat or cold.

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
