

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D07- Maintenance Engineering
WORKING TITLE Maintenance Facility Coordinator	POSITION NUMBER 907-602-3135-918
	REVISION DATE 09/12/2024

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 and supervision of the Senior Transportation Engineer (Supervisor), Office of Maintenance Engineering, and with the guidance and direction of a Senior Transportation Engineer (Specialist), Maintenance Facilities Program Advisor/Project Manager, the incumbent is the Maintenance Facility Coordinator. The incumbent will assist the Maintenance Facilities Program Advisor for both the State Highway Operation and Protection Program (SHOPP) and Highway Maintenance (HM-5 Condition Based) Program projects, in managing the Facility Condition Index (FCI) information and assist in planning, prioritizing and delivering District 7 projects in support of the HM-5 program.

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

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

35%	E	Works with Caltrans staff throughout the state as the Maintenance Facilities Coordinator to manage the District 7 Division of Maintenance's FCI program in support of the HM-5 program. This will include, but not limited to, manage and update the FCI inventory, review and validate District 7's FCI inspection reports and data, assist with providing training and coordination to Caltrans personnel for the FCI inspection program (online and in-field). The incumbent will collect, compile, and organize a list of Maintenance Facilities deficiencies and needs, research Facilities as-builts, and work with the Facilities Program Advisors, District Permits Unit and Major Damage Coordinators as needed.
35%	E	Advise and assist with reviewing SHOPP and HM-5 projects for Transportation Related Facilities (TRF). Assists District 7's engineering and field maintenance staff in identifying, evaluating, developing, prioritizing, and programming TRF infrastructure needs. This will consist of but not limited to review project proposals, plans, estimates and specifications. Work with Field Superintendents, Contract Managers, and Supervisors on Cal-Card approvals and purchases. Coordinate closely with DPAC on questions related to Service Contracts. Research vendor and contractors for quotes as needed. Review District 7's FCI condition assessment data for reporting to the State Highway System Management Plan.
20%	E	Works closely with Division of Engineering Services (DES) Architects and State Fire Marshal (SFM) on any Maintenance Facilities permitting issues. Request fire hydrant flow test for various facilities and coordinate various approval forms and payments. Initiate Service Contracts as needed and work with the Contract Manager on the review process.
5%	M	Meets and confers with many different District 7 functional units, and HQ Maintenance Facilities Program Advisor and Coordinators. Acts as the District Maintenance Facilities Program Advisor/Project Manager in absence of the Senior Transportation Engineer.
5%	M	Other office related duties as required, for the Maintenance Facilities program, TRF programs, and for other programs in the Office of Maintenance Engineering.

<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**

This position does not supervise.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: The Department's various phases of transportation engineering; transportation related facility locations, standards, design, construction, operation and maintenance; concepts concerning research, planning, project management, right of way, accounting, programming and asset management; development of standards and policy; manual writing; database use and management; techniques for organizing, presenting to and motivating groups; basic principles of physics, chemistry, and mathematics as applied to civil engineering and transportation related facility design; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering and architectural construction materials; methods and equipment of engineering and architectural construction; engineering economics; contract management; SHOPP and asset management performance metrics and reporting requirements.

Ability to: Communicate effectively; work independently; research, plan, direct and manage the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations and provide training; review project proposals, plans, estimates and specifications; prepare correspondence and reports; maintain and manage databases; develop guidelines for the Department and implement those guidelines statewide; establish and maintain friendly and cooperative relations with those contacted in the course of the work.

Analytical Requirements: Analyze data and standards to develop methods, priorities and policies for improvement of transportation related facility assets using engineering judgment and analysis and conveying those recommendations to management, and other stakeholders, such as members of other state agencies and public groups.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent is responsible for their actions, decisions, quality of completed work, and proper use of state time, equipment, and materials. Consequences of not considering all factors could be the development of inconsistent or inappropriate policy and methods of maintenance and procedural errors being incorporated into the Maintenance and other Departmental manuals, and proposed project plans. It could also lead to misapplication of resources and poor levels of service to the public.

**PUBLIC AND INTERNAL CONTACTS**

Meets and confers with many different functional units within the Department, members of other state agencies, external partners, and public groups. Provides assistance and policy interpretation in all matters of transportation related facility planning

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

---

and assigned responsibilities.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must assimilate and evaluate technical and procedural data from various resources to make objective recommendations; employee may be required to sit for long periods of time using a keyboard and video display terminal; must be able to organize and prioritize work, formulate effective strategies and apply innovative solutions to make improvements; may work in intense situations and must maintain focus during emergency situations and training practices to adapt plans in response to changing priorities or unexpected obstacles; must be able to develop and maintain cooperative working relationships.

Possession of a valid driver license issued by the Department of Motor Vehicles is required.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is desirable.

May be required to travel up to 25% of the time.

---

### WORK ENVIRONMENT

The work setting is open space in a climate-controlled District Office building in downtown Los Angeles. The incumbent will be required to travel throughout the District to attend various meetings and to visit Maintenance Stations and review Transportation Related Facilities. The incumbent may be exposed to dirt, noise, and fluctuating temperatures in an outdoor environment.

---

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

---