

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 1 - Planning and Local Assistance
WORKING TITLE Transportation Engineer	POSITION NUMBER 901-800-3135-922
	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Engineer, the incumbent is responsible for preparing Project Initiation Documents (PIDs). Responsibility includes conducting engineering feasibility studies, preparing conceptual plans based on preliminary geometric designs, calculating preliminary cost estimates, and writing draft and final reports. The incumbent may serve as a team lead or work independently on 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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Safety First - Integrity)
- **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. (Lead Climate Action - 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. (Advance Equity and Livibility in all Communities - 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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Advance Equity and Livibility in all Communities -)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Prepare and review Project Initiation Documents (PIDs), which is required in the planning phase of project development for programming major projects. Coordinate PID activities with functional units in the District, Headquarters, Regional and Local agencies, and the Federal Highway Administration as required to produce quality PIDs and to ensure compliance with State and Federal regulations and standards. Utilize Highway Design Manual and Project Development Procedures Manual as well as other design manuals to prepare a PID that will form the basis for programming and designing the project.

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30%	E	Involved in the preparation and review of plans, designs, and reports as required in order to meet project schedules. Responsible to write reports, respond to correspondence, study alternatives, prepare project plans and cost estimates, review PIDs and estimates for completeness and accuracy.
20%	E	Establish, collect, analyze and interpret engineering data utilizing computer aided applications to compile engineering data. Provide technical quality assurance and support to Local Agencies and private developers in developing PIDs sponsored by these entities.
5%	M	Review of Project Reports, IGR/CEQA documents, and project proposals by other agencies, permit proposals, and proposed Right of Way air-space leases.
5%	M	Performs various analyses and special projects as assigned by the Senior Transportation Engineer. Incumbent may be designated as the primary contact for most correspondence that is required for the assigned projects. May act in the absence of the Senior Transportation Engineer.

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. May act as lead person over a team of engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of State of the art principles and standards of transportation facility selection including the transportation engineering process for development of transportation facilities; traffic analysis including capacity, level of service and safety; and engineering economics. Knowledge and ability to use Microstation/ACAD and various other computer Programs. Ability to analyze transportation performance in terms of service, safety and cost effectiveness; prepare comprehensive reports on studies and investigations; coordinate or direct field reviews; direct studies involving multi-agency and multi-disciplinary coordination. Ability to handle engineering work that is complex and broad in scope. Must have effective communication and analytical skills to make sound and effective judgments and decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for assuring the professional integrity of recommendations based on proper use of engineering principles and analysis, and for interpreting departmental policies relative to transportation facilities. Errors in judgement and/or decisions could affect public safety or result in tort liability for the Department.

PUBLIC AND INTERNAL CONTACTS

Frequent contact is required in person, in writing and by telephone with personnel within the Department, other agencies, private interests, political representatives, and the public at large.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long and short periods of time using a keyboard and a mouse (fine manipulation), view a video display terminal and use a telephone. Ability to move large or cumbersome plans and project documents from one location to another. Ability to drive long distances for project related activities. Ability to travel for training purposes to various locations throughout the State of California. Must maintain an even mental balance of analytical process for multiple projects. Must be able to handle accelerated project schedules. Must maintain emotional stability under stressful and a rapid paced working environment.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate controlled office under artificial lighting. 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. Periodic travel is required for fieldwork and training. Incumbent may be required to work overtime and may remain in field locations in rural areas without facilities.

This position may be eligible for partial 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