

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Project Development/Design III/Traffic Design Branch	
WORKING TITLE Transportation Engineer	POSITION NUMBER 905-203-3135-xxx	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 direction and supervision of a Senior Transportation Engineer, the Transportation Engineer performs activities requiring engineering knowledge and management skills for the preparation of plans, specifications, estimates, written documents, presentations, and other related work for transportation projects. The incumbent is responsible for making engineering decisions on a daily basis necessary to solve traffic design engineering problems. Must be able to effectively analyze a wide variety of traffic design engineering problems and develop practical solutions. Must have the experience to perform the duties described above or be capable of quickly learning how to do so. Must ensure during the development of projects, the implementation of Smart Mobility and Complete Streets components. Incumbent may be assigned by Supervisor to be a Leadworker

to train, direct, and manage the work of other staff within assigned branch. As incumbent progresses in experience, assignment will increase from average to high difficulty.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - 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)
- **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 - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - 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, Enhance and Connect the Multimodal Transportation Network - Integrity)

**TYPICAL DUTIES:**

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

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

50%	E	Develop, review, and recommend alternatives related to traffic design function for transportation projects, during the project development process, using engineering knowledge and skills, and applying the appropriate department standards and guidelines. Prepare quality traffic design drawings such as Construction Area Signs plans, Pavement Delineation plans, Signs plans, Traffic Handling plans, Motorist information plans, other traffic design related plans, special provisions, and estimates. Perform various project management tasks such as monitoring the project cost, scope, and schedule relating to the traffic design function. Perform tasks based on the allocated resources and duration.
30%	E	Accurately complete engineering mathematical calculations. Produce technical engineering documents such as memorandums and reports as part of the design and project delivery process. Document engineering decisions and lessons learned. Develop and maintain expertise in applicable software, engineering methods, and policy & procedures. Perform Computer Aided Drafting and Design (CADD) or manual delineation. Use current department drafting guidelines and standards for design.
10%	E	Research information related to the project assignment through various records including, as-built drawings, photo log, various reports, and manuals. Collect and record field data relevant to the assigned projects. In coordination with District Traffic Operations and Maintenance department, assist Resident Engineers in determining the most appropriate traffic control devices. Provide construction support (CCO evaluation, design). Conduct field investigations.
5%	M	Train entry-level engineers in traffic design engineering. Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees.
5%	M	Attends meetings such as staff, safety, project, and public meetings. Review and check the work of others and document the comments.

<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; however, the incumbent may be given the authority to lead in the absence of the supervisor. The lead person's authority is limited to reviewing work, assigning tasks, providing input on employee performance, and preparing recommendations relating to work assignments.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

- Transportation design and construction terminology, methods, and concepts such as horizontal and vertical alignments, structural sections, typical section, traffic operations, hydrology and hydraulics, surveying, maintenance and construction work.
- All phases of engineering, departmental operations, and their interrelationship to project location and design. This includes traffic design procedures and traffic operational analysis, economics, environmental considerations, principles and technique of personnel management and computer principles.
- Project management techniques such as monitoring project scope, cost, and schedules.
- Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work.
- CADD systems and Engineering software to design, prepare, and modify drawings.

Ability to:

- Use office/field equipment, CADD systems, software, and computers applicable to design, preparation, and modification of drawings and perform field transportation engineering work.
- Perform accurate complex mathematical calculations.
- Effectively communicate both verbally and in writing at a level required for successful job performance.
- Prepare and organize technical reports and other project related documentation to produce effective work products without repetitious direction.
- Assist in planning and organizing project needs and directing others.
- Be an effective team member.
- Evaluate work methods and traffic conditions closely, both before and during the work, to assure safety when at project sites.
- Learn and understand functions and organization of other work units within the department, procedures, and policies (such as sexual harassment prevention, discrimination, ethics, workplace violence prevention, and state equipment usage).

Analytically to:

- Analyze situations accurately and take effective action.
- Understand engineering principles standards.
- Develop, review and recommend project alternatives.
- Check accuracy of own work and work of others.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

- The incumbent is responsible to incorporate appropriate standards, technical information, and engineering data upon which recommendations, conclusions, and decisions are based. Failure may result in unnecessary expenditure of funds to correct mistakes and materials, cause additional work, jeopardize project and programmed delivery, lead to loss of department credibility, increased liability, excessive contract claims, errors in payment, and affect the cost and schedule of improvement projects.
  - Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment, and materials. Improper performance of duties and/or failures to adhere to established policies, procedures, and guidelines could lead to adverse action or possible termination.
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### PUBLIC AND INTERNAL CONTACTS

While on office assignments, the majority of the contacts are with departmental staff. Occasional contacts may occur with the general public, property owners, technical/professional level staff of outside agencies, public agencies, contractors and their personnel, and elected officials or their staff. Must be able to write and speak effectively.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

#### Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meeting locations.

#### Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration.

#### Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
  - Resolve emotionally charged issues reasonably and diplomatically.
  - Develop and maintain cooperative working relationships with all contacts.
  - Receptive to change, new information, and new situations.
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### WORK ENVIRONMENT

The majority of the work performed while in office assignments will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Field assignments may have exposure to moving vehicles, fog, field work, earthwork, paving operations, weather conditions, equipment, machinery, heat, cold, dust, gas, fumes, outdoor conditions, humidity, uneven ground, heights, and high decibels of noise. Overtime may be required, and vacation restricted during peak times and fiscal year-end closing. One-day, overnight trips, or extended travel may be required. The typical office working hours are between 7:30 a.m. and 4:15 p.m. Monday through Friday, and 40 hours per week.

May be required to go on loan or rotation to other units (i.e. Construction, Maintenance, Permits, Traffic, Office Engineer, PJD, etc.) based on workload needs.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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