

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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| CLASSIFICATION TITLE Transportation Engineer (Civil) | OFFICE/BRANCH/SECTION D2/Planning/Advance Planning | |
| WORKING TITLE Project Engineer | POSITION NUMBER 902-800-3135- | 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 direction of the Advance Planning Branch Chief, a Senior Transportation Engineer, the incumbent serves as a Project Engineer and performs a variety of complex technical and analytical activities in the preparation of Project Initiation Documents (PIDs), Minor project design, Major Damage Restoration, and Permanent Restoration projects assigned to Advance Planning. The incumbent also assists with other project initiation activities for various fund sources.

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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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 - Engagement, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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 - Innovation, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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| 50% | E | Responsible for preparing and reviewing Project Initiation Documents (PIDs), which are required in the planning phase of project development; develop concepts/drawings, cost estimates; writing clear/ concise and well-written reports and correspondences in conjunction with the work to develop projects through the project initiation phase and feasibility studies; coordinating and requesting work in a timely manner from functional units to deliver the projects and monitoring delivery of requested work; willing to be flexible in order to complete a task that appears to be "outside the box"; utilize Caltrans design and engineering policies and procedures that are used in the development of civil engineering projects. |
| 30% | E | Responsible for assisting in the delivery of a portion of District 2's Minor Capital Program and Major Damage Restoration; developing concepts/drawings, plans, specifications and cost estimates using engineering solutions for projects to be constructed with Computer Aided Design and Drafting software (CADD) and spreadsheets; performing the calculations and documentation supporting the plans, details, and cost estimates; Writing clear/concise and well- written reports and correspondences in conjunction with the work to develop projects through their construction; Coordinating and requesting work in a timely manner from functional units to deliver the projects and monitoring delivery of requested work; willing to be flexible in order to complete a task that appears to be "outside the box"; utilize Caltrans design and engineering policies and procedures that are used in the development of civil engineering projects. |
| 10% | E | The incumbent coordinates project and report needs with District 2 personnel, North Region personnel, as well as other districts, HQ units, and other government agencies (Federal, State, local). Additional duties may also include, but are not limited to, the following: making oral presentations about projects, principally to management and project development teams, but may also include the public or outside agencies. Performing and maintaining good file management, which includes following the Caltrans Uniform Filing System for hard copies and prescribed electronic project directories. Occasionally actively and constructively participates and assists in project meetings during other project phases. Looks for ways to improve efficiency and effectiveness. |
| 5% | E | The incumbent may perform field investigations required for delivery of the District's Design Projects and PIDs. This may include field surveying in rugged terrain in close proximity to vehicular traffic, photographing, and organizing field investigations that are effective and efficient. |
| 5% | M | Provides review and constructive comments for peer review of project plans, estimates, reports, and PIDs. Perform other duties as assigned. |

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 position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics. The incumbent must have a good working knowledge of computer applications such as Microsoft Office, Autodesk Civil 3D, and Bentley Microstation. Requires knowledge of Department purpose, organization, policies, and procedures.

Ability to plan, organize and schedule work to accomplish Caltrans' Mission, Vision, Goals and Objectives; use own initiative to take the appropriate action as dictated by schedule or receipt of information; apply sound judgment; reason and analyze data from technical reports; develop, evaluate, and formulate solutions to complex problems; read and interpret documents such as Department Directives, policies, procedure manuals and statutes; develop and present ideas and information effectively, both orally and in writing and understand project management and project development practices.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

For each given assignment, the employee is responsible for the timely initiation and prosecution of requests for information and services of others; project development; ensuring that all reasonable alternatives are examined, considered, and presented and all necessary studies are completed.

The incumbent is required to produce accurate cost estimates and quantity calculations for assigned projects throughout the project delivery process.

Failure to diligently prosecute the above may delay projects, increase cost, and result in a less than satisfactory product. Just as

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significantly, there can be a loss of reputation and future work that will not come to the Department because past performance has been less than satisfactory.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to communicate within the division, other district divisions, and headquarters. Incumbent will have occasional contact with Federal, State, County, Regional, City, and local agencies, and tribes on transportation projects. Contact can be by telephone, electronic mail, written correspondence, facsimile, and in person. Incumbent will represent District Advance Planning at various meetings involving local governments and allied agencies. Must be able to establish and maintain positive cooperative working relationships in an office environment with coworkers and employers of local agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent may also be required to travel. Fieldwork may include climbing embankments, crossing creeks, and working close to vehicular traffic. The incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems.

WORK ENVIRONMENT

While at their base of operation, employees will normally work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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

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