

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Delineator	OFFICE/BRANCH/SECTION 07/Div of Maintenance/Office of Maintenance Engineering (HM)	
WORKING TITLE Senior Delineator	POSITION NUMBER 907-602-3023-918	REVISION DATE 09/24/2024

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 direction of a Senior Transportation Engineer, the incumbent works at the advance journey level performing skilled drafting work using a Computer Aided Design and Drafting (CADD) workstation (either in the office setting or teleworking). Works independently performing complex drafting and graphic work requiring a high level of skill. The incumbent will perform a wide variety of drawings which includes the production of roadway plans, maps, sketches, charts, graphs and construction details for the offices of Design, Hydraulics, Traffic, Utility and Electrical.

CORE COMPETENCIES:

As a Senior Delineator, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, 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 - Engagement, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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50%	E	Prepare plan sheets for PS&E submittal which includes (Title Sheet, Location of Construction, Typical Cross Sections, Key Map, Layout, Profile and Superelevations, Construction Details, Contour Grading, Drainage (Plan, Profiles, Details and Quantities), Utility, Construction Area Signs, Stage Construction, Pavement Delineation (Plan, Details and Quantities), Sign (Plans, Details and Quantities), Summary of Quantities, Retaining and Sound Wall (Plans, Details and Quantities) and Electrical plans. Prepare drawings for Project Exhibits. Help other groups in the unit to do redline revisions. Digitize base map (topo) using Google Maps or other means. Direct communication with engineers regarding project status. Follow instructions set forth in the Plans Preparation Manual (PPM), CADD User's Manual, Drafting and Plans Manual and District's In-House CADD guide. Make sure that CALTRANS drafting standards and drafting of a professional quality are met.
40%	E	Prepares or assist in doing the redline revisions as directed by the Project Engineer (PE) or Senior Transportation Engineer (STE) during the 35%, 65%, 95%, 100% and post 100% milestone of project delivery. Maintains accurate record keeping of project log-in sheets with the use of Excel spreadsheets. Keep Senior Transportation Engineer DS apprised of all project/s milestone. Work on AS-BUILT plan redline revisions, upload .tif files into the DRS website. Locate structure files in the BIRIS website. Work on Contract Change Order (CCO) or Addenda changes. Importing Excel spreadsheet into a Microstation (.dgn) file. Use Process of embedding .tif files into Microstation files. Correctly affix Engineer's seal and signature on plan sheets after receipt of Plans Approval Certification form. Prepare 100% PS&E package of project plans, fill out CCP and Drafting Review checklist forms.
10%	M	Attend training/classes mandated by CALTRANS (either in classroom or virtual setting - WEBEX, MS TEAMS or ZOOM). Fulfill AS-BUILT restore request from CALTRANS employees or general public. Oversee the AS-BUILT Records Center room and do the tasks associated with it. Make plots of new and revised plans for Engineer's review. Operate scanner, printer, plotter and copier for reproduction purposes. Report work injuries or accidents immediately to Senior Transportation Engineer. Report any unsafe condition, potential threats to employee's safety and health and ergonomic needs to Senior Transportation Engineer. Ensures that all assigned equipment (CPU, monitors, telephone, laptop, cellphone, etc.) are operated in a safe manner and maintained in good working order. Notify Senior Transportation Engineer of any broken equipment/s

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

Acts as a lead over a small group of draftsperson. This is a non-supervisory position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Proficient in the use of Microstation (MS CONNECT) software, Microsoft Office software, DESCARTES and other CADD related software. Basic knowledge of "cut and paste" method, reference file attachment in Microstation, Materials, methods and equipment used in hand drafting, making charts, maps and diagrams, basic principles of Algebra and Geometry and their application to Engineering. Effectively utilize various techniques in the reproduction process.

Ability to: Work in a team environment with fellow draftsperson (either in office setting or teleworking), willingness to learn new computer applications, complete assigned tasks on schedule, follow oral and written instructions and become proficient in current CALTRANS CADD software. Follow the Departments Health and Safety, Equal Opportunity and Labor Relations policies.

Analytical Requirements: Understand basic drafting principles as they relate to the use of CADD application software. Able to interpret user problems with the ability to solve and understand the solutions and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors and omissions that are not detected or corrected on the plan sheets causes additional work for subsequent correction or, if not detected, can cause incorrect or incorrectly located construction of facilities which will result in a substantial cost and embarrassment to the Department for correction, removal and reconstruction. Errors in judgment, poor decisions and failure in meeting schedules may delay project delivery resulting in re-work and loss of project funding.

PUBLIC AND INTERNAL CONTACTS

Direct contact with a Senior Transportation Engineer (1st line supervisor) and other Senior Transportation Engineers in the unit, Project Manager engineering staff and fellow drafters working within the unit. External contact is limited to general public requesting AS-BUILT plans or consultants working on CALTRANS project.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee is required to sit for long periods of time using a mouse and keyboard at a CADD workstation. Requires visual acuity sufficient to read Engineer's redline changes (hardcopy prints or digital format) at a normal reading distance and the use of two (2) monitors at a distance of approximately three (3) feet.

WORK ENVIRONMENT

While in an office setting, the incumbent will work in a climate-controlled office under reduced artificial lighting with windows blocked by blinds.

If employee is teleworking, telework agreement should be in place. Employee will be provided a state issued laptop and cellphone. Employee needs to have a personal WIFI connection to connect to the CALTRANS server using Cisco AnyConnect VPN connection. Employee should have a home office setup which includes a desk, chair, appropriate lighting, surrounding is free of noise to avoid distraction, surge protector for equipment electrical hook-up, follow CAL/OSHA safety standard to reduce the risk of home office injuries. A copy of the CALTRANS Telework Guidance will be provided.

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