

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D03/Transportation Planning/Local Assistance	
WORKING TITLE Local Assistance Engineer	POSITION NUMBER 903-800-3135-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 of the Chief, Office of Local Assistance you will have primary responsibility for the administration and coordination for Federal and State programs with local agencies for various transportation facilities and related activities. Possession of a valid California Driver's License is required when operating a state owned or leased vehicle.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence - Engagement, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

ADA Notice

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35%	E	Implement and manage individual projects for Federal and State approval of funding. Provide guidance to representatives of local agencies, planning organizations (MPO's and RTPA's), and other affected agencies and organizations with the programming and delivery of Federal and State funded projects. This includes advising of Federal and State policy and procedures, assisting in managing federal funding programs, reviewing and approving Federal authorization and State allocation funding requests for all phases of a project (PE, R/W, and Construction/Construction Engineering), processing awards and reports of expenditure, performing project close-out reviews and assist the agencies to ensure that the project has met all federal and state requirements.
25%	E	Coordinate and review environmental documents, right of way certifications and other documents as required. This includes assuring that reviews and revisions are completed. Review, approve, and sign NEPA documents along with other environmental related documents such as Area of Potential Effect (APE) Maps and Preliminary Environmental Study (PES) Forms.
10%	E	Attend field reviews to determine the necessary amount of environmental and right of way coordination and to determine if a project is viable and eligible for Federal and/or State funds. Attend Project Development Team (PDT) Meetings for local agency project as requested.
10%	E	Reviews plans, specifications and estimates for compliance with State and Federal requirements and issue approval to advertise.
10%	E	Inform local agencies of program and funding status/revisions/approvals.
5%	E	Coordinate activities associated with (1) County Maintained Mileage updates; (2) City and County Surface Mileage reports as required by Headquarters Planning; and (3) Maintenance review of completed Federal-Aid projects.
5%	M	Perform activities associated with maintaining project computer files and operations.

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

Not required to supervise others. May be required to give lead direction.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

You must have knowledge of transportation facility design principles; tools, equipment, materials, and methods used in construction and maintenance of transportation facilities. Knowledge of computer operations is essential.

You must have the ability to check designs, plans, specifications and estimates; inspect completed construction work and determine if it conforms to the program; analyze situations accurately and take effective action; write correspondence; effectively communicate by telephone. Ability to perform engineering computations and analyze projects funding. Must be able to recognize errors in plans, specifications and estimates.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may result in local agencies not adhering to Federal and State rules and regulations with possible loss of Federal and State monies to fund local agency transportation projects.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with Local Agency Engineering staff and staff in various departments within the Caltrans organization.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You may be required to sit for long periods of time using a keyboard and video display terminal.

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WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office under artificial lighting in Marysville. You will often travel to offices and field locations throughout District 3. To obtain a significant exposure to the variety of State and Federal programs in this branch, it would be desirable for the individuals in this position to make a long-term commitment.

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