

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 1/Maintenance & Operations/Emergency Management	
WORKING TITLE District 1 Emergency Coordinator/Maintenance Engineer	POSITION NUMBER 901-051-3135-xxx	REVISION DATE 12/12/2023

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 supervision of a Senior Transportation Engineer, this position is responsible for performing a wide variety of professional transportation engineering work related to the support of District 1 Maintenance and Operations; including Emergency Management and Major Damage Coordination. This position will manage and assist with the delivery of projects within the District's various programs (HM and SHOPP). Additionally, the incumbent will perform necessary field inspection of various parts of State-owned roadway and structure facilities, including but not limited to surface and subsurface drainage systems; pavement conditions; building conditions; along with other components associated with the State Highway System. Must possess a valid California Driver's License.

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 - Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Integrity)
- **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 - 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. (Cultivate Excellence - 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. (Cultivate Excellence - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Advance Equity and Livability in all Communities - Equity)
- **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 - Engagement)
- **Conceptual Thinking**: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (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. (Strengthen Stewardship and Drive Efficiency - Pride)

TYPICAL DUTIES:

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

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35%	E	<p>District Emergency Coordination:</p> <p>Acts as District Emergency Coordinator responsible for the overarching structure and strategy necessary to coordinate District emergency planning/preparedness, response and recovery according to the Standardized Emergency Management System (SEMS) and Incident Command System (ICS). Organize the planning, training and exercises required prior to emergency events, conducts damage assessments, alerts management and coordinates response during emergencies. Ensure the District Emergency Operations Center (EOC) is functional, up to date and ready for activation at all times. Coordinate with and respond to requests from the HQ Office of Emergency Management, including response to Mission Tasking requests. Facilitate and manage District emergency communications and notification systems. Collaborate with and act as Caltrans representative to external emergency partner agencies and organizations throughout the District Operational Areas. Facilitate and participate in internal and external emergency preparedness exercises and drills.</p>
25%	E	<p>Emergency Major Damage Support:</p> <p>Provide general and technical support for the .130 Emergency Opening, .131 Permanent Restoration and .150 Protective Betterment SHOPP Programs. Assist the Major Damage Coordinator with complaint and damage assessments, emergency project initiation and development, emergency contracting and project oversight. Assist in the preparation and development of Caltrans Directors Orders, District Director's Orders and FHWA Damage Assessment Forms.</p>
20%	E	<p>Emergency Response and Continuity Planning:</p> <p>Facilitate the development and updates to the District Emergency Response and Continuity Plans. Coordinate with District and North Region functional units as necessary to prepare and update these plans. Coordinate with and respond to requests from the HQ Office of Emergency Management as necessary.</p>
10%	E	<p>Federal Reimbursement Support and FEMA Coordination:</p> <p>Coordinates with FHWA Emergency Relief, FEMA Public Assistance, North Region Construction and HQ program staff and produces documentation to maximize the Department's eligibility for federal disaster relief funding. Coordinates with HQ and District staff managing project resources utilizing Advantage, PRSM, EFIS and other Caltrans Project Management, Budget and Accounting programs.</p>
10%	M	<p>Maintenance and Operations Support:</p> <p>Assists in the planning and development of the District's SHOPP and HM Programs and project development. Assists in the management of the District's pavement, bridge, culvert and drainage facilities inventory. Works closely with maintenance field staff and provides support on specialty issues such as hydraulics, drainage, storm water, fish passage, safety, traffic operations, bridge, pavement, and various work needed for upkeep of Field Maintenance support and storage facilities.</p>

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

The incumbent does not supervise other employees, but may have leadworker responsibility (at times) over other engineering, technical, student, and field staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS) and Incident Command System (ICS).

Ability to coordinate and facilitate transportation emergency preparedness, response and recovery actions.

Knowledge of professional-level civil engineering principles, methods, and materials.

Knowledge of Caltrans project delivery process and ability to prepare Plans, Specifications, and Estimates.

Knowledge of methods, materials, tools and materials used in the construction, repair and maintenance of highway facilities.

Ability to inspect construction work for completeness and quality and analyze situations accurately and take effective action.

Ability to communicate effectively orally and in writing, prepare correspondence and reports keep accurate records and accounts.

Ability to establish and maintain friendly, cooperative and professional relationships.

Basic literacy in Microsoft Office applications (Excel, Access, Word, Powerpoint) and Microstation or other CADD software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, calculations, and recommendations could result in increased costs; adversely affect the health and safety of employees and the public; subject the Department to tort liability; or cause disruption in the maintenance operations of the state

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highway system.

PUBLIC AND INTERNAL CONTACTS

Will partner and work frequently with staff from Caltrans Headquarters, Field Maintenance, North Region Project Delivery, District Project Control, Environmental, Construction and other Departmental functional units. Will interact with members of the public and may have regular contact with other public agencies and private individuals in the course of assignment. Direct participation and coordination with external emergency partners throughout the District Operational Areas is a key function of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must possess the ability to work independently, effectively and efficiently. Employee must be able to coordinate multiple assignments and tasks concurrently. Must be able to work under pressure. Must be able to travel throughout the District to visit facility locations, and be able to travel throughout the state for meetings, training, etc. Must be able to traverse steep and bushy slopes to inspect and survey facilities. Must be able to physically inspect slopes, culverts, bridges, roadways and buildings. Must be able to work at a computer workstation for hours at a time to complete work assignments.

WORK ENVIRONMENT

Work will be in both climate controlled offices under artificial lighting, and outside the office at various Caltrans facilities. While working indoors, will spend hours at a time at a computer terminal. While working outdoors, may be exposed to sun, wind, fog, rain, poison oak, heavy vegetation, insects, and animals. Also, when working outdoors, will be working on steep slopes, slippery surfaces, and in and near flowing channels. At times, will work adjacent to high-speed traffic. Field reviews during or immediately after large storm events, which requires driving/traveling under adverse conditions, including wind and rain, may be required.

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.)

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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