

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION North Region Division of Environmental	
WORKING TITLE Transportation Engineer	POSITION NUMBER 903-801-3135-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 general direction of the Branch Chief, incumbents perform a wide variety of professional engineering work in either an office or field setting; as incumbents progress in experience they will be assigned more difficult work and may function as a lead person over the activities of various engineering and technical personnel; and do other related work. The duties of the Transportation Engineer will typically require exercise of professional judgment. Travel is required. Must possess a valid California Driver's License when operating state owned or leased vehicles. Registration as a Professional Engineer is preferred.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence - Innovation)
- **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 - 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 - Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - 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. (Cultivate Excellence - Integrity)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Cultivate Excellence, Lead Climate Action - Equity, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Lead Climate Action - Equity, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Perform hazardous waste assessments and paleontological resource evaluations for capitol projects. Prepare task orders that employ consultant contractors to perform hazardous waste assessments and paleontological resource evaluations. Oversee and review consultant fieldwork, technical reports, including data and recommendations. Coordinate projects with external agencies. Participate in public hearings and workshops to inform the public of air quality and noise issues related to proposed transportation projects. Coordinate with cities, counties, agencies, and the public related to project concerns.

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20%	E	Perform air quality assessments and noise impact analysis for capital projects. Prepare studies to identify applicable rules and regulations affecting projects. Coordinate projects with external agencies. Participate in public hearings and workshops to inform the public of air quality and noise issues related to proposed transportation projects. Coordinate with cities, counties, agencies, and the public related to project concerns.
20%	E	Prepare technical correspondence, memorandums, and letters to transmit results of studies. Respond to written, e-mail, and telephone inquiries from Caltrans employees, the public, and local, State and Federal agencies. Upload reports and agency approvals to the Caltrans Environmental Division's Database (STEVE Tool), and provide regular updates to the STEVE tool database for District use.
10%	M	Perform project management tasks such as planning and monitoring resources, and reviewing project milestones, schedule and budget. Assist Environmental Coordinators with preparation of air and noise sections of environmental documents.

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 require supervision of others, but may occasionally act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess knowledge of the 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 be able to analyze compiled and complex data for various reports and other documentation.

The incumbent must have the ability to prepare complex plans, specifications and estimates, write correspondence and prepare reports, analyze situations and take effective action to accomplish the assigned tasks and resolve issues.

The incumbent must possess the ability to do simple mapping and drafting and make neat and accurate computations and engineering notes; prepare reports; establish and maintain friendly and cooperative relations with those contacted in the course of the work; communicate effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or decisions could affect public safety, environmental quality, cause project delay, or result in tort liability for the department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must have the ability to communicate independently and effectively with representatives from other agencies (local, State and Federal), and with other functional units within Caltrans on a daily basis. The incumbent must be able to make occasional presentations in front of audiences.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Employee must be congenial and tactful when dealing with others and must have the ability to develop and maintain cooperative working relationships. Incumbent may be required to perform public speaking to small or large gatherings as part of training or presentations. Incumbent may be required to move and setup video equipment. Incumbent may be required to travel throughout the state using surface or air transport. Incumbent may visit construction sites, or maintenance operations in inclement weather. A valid driver's license may be required.

WORK ENVIRONMENT

The employee will spend most of his/her time in a climate-controlled office under artificial lighting. Employee may occasionally attend field trips to project sites within the North Region where climate and accessibility are uncertain. During fieldwork, employee may be exposed to traffic, people, poor air quality, noise, dirt, water, uneven surfaces, extreme heat or cold, or hazardous substances. Periodic overtime and overnight travel may be required.

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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.)

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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