

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 02/Maintenance & Operations/Roadside Maintenance	
WORKING TITLE Project Engineer	POSITION NUMBER 902-605-3135-	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 Office Chief of Roadside Maintenance (Senior Transportation Engineer, CT) the incumbent is responsible for the initiation, planning, design and production of engineering reports, contract plans, estimates, and specifications for transportation improvement projects. This position requires working independently and as a team leader within the structure of the Caltrans maintenance and capital project development process.

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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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 - Equity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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, Equity)
- **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 - Integrity, 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. (Safety First, Cultivate Excellence - 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)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Research, plan, develop, coordination, and review of transportation assets, engineering reports, plans, estimates, and specifications for minor highway, freeway, and transportation facility projects. Work includes review and production of, but not limited to, projects involving layouts, profiles, typical sections, title sheets, super-elevation diagrams, drainage, construction details, grading, utilities, traffic striping, stage construction, detours, and quantity summaries. The work is accomplished individually and in concert with others using Caltrans Design's computer applications, policies and procedures. Occasional field trips will be necessary.

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15%	E	Effectively communicate, and coordinate with other branch members, other functional units, project development team members, other agencies, and the public on drainage, and transportation facility related projects.
10%	E	Function as the Resident Engineer and/or perform inspection of Roadside Maintenance projects. Responsibilities include contract administration of the project in accordance with North Region Construction standards.
10%	E	Conduct drainage and maintenance related investigations in the field throughout District 2 and document the findings. This includes identifying culvert maintenance strategies, the types of culvert defects that lead to structural failure and the condition of the culvert on the State Highway system with regard to any failure of the roadbed itself and if it will cause potential damage to the adjacent property, property downstream or endanger life. This position requires practical field experience in the construction of drainage systems.
10%	E	Review and prepare drainage and roadside maintenance related Initial Report for District Approved Project (IRDAP). Assist Field Maintenance in the development of Day Labor projects and investigating maintenance issues. May include surveying, construction staking and assisting with construction of Day Labor projects.
5%	M	Other duties as required include attending project team meetings, producing meeting minutes, maintaining project files, attending training, special reviews, handling telephone inquiries, attending public workshops, developing other staff, attending staff meetings, and interpretation of new requirements. On occasion, brief assignments in other functional areas may be necessary.

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 staff, but the individual may act as a lead worker in performing duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: the various phases of transportation engineering, including planning processes and methods, systems planning, project development, plan development using computer aided design and drafting (CADD) systems, construction methods and practices, construction contract administration, operations and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy. Must use good work habits such as punctuality, accuracy, dependability and ability to perform professionally. Ability to: understand construction contract plans, meet project schedules, facilitate meetings, make effective presentations; learn and prepare CADD drawings using Civil 3D and Microstation, prepare correspondence, and reports; communicate effectively both verbally and in writing at a level required for successful job performance; relate to and work with interdisciplinary project teams to identify and resolve project issues.

Analytical Requirements: analyze situations accurately, identify potential conflicts, and adopt an effective course of action, sometimes on very short notice; review project schedules and determine appropriate level and timing of review; recognize issues that are significant and implement an effective course of action. Must be capable of analyzing complex engineering issues and determine alternatives that provide the most viable solution while considering engineering, political and economic issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Omissions in plans and reports could lead to unnecessary change orders, claims, and delays; errors in judgment could result in a design product of lesser quality, which could increase project construction costs or increase the Department's exposure to tort liability. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgment could jeopardize meeting project deadlines and loss of program dollars to the District. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action or possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain a professional working relationship with Region and District functions, Headquarters personnel, outside agencies, and the public. Must be able to guide project teams to issue resolution and be able to build consensus within teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to facilitate meetings within the District 2 area. Out of town travel will be necessary. Employees will 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 while effectively accomplishing tasks. Frequent telephone interaction is common.

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WORK ENVIRONMENT

Except for occasional reconnaissance field trips to project sites, most of the time is spent in the Redding District Roadside Maintenance office or teleworking from home or other satisfactory location. During the construction season, the individual may work as a construction inspector. This may require the individual to live away from their permanent residence during the workweek. While in the office, employees will work in a climate-controlled office under artificial lighting. When working outdoors, employees may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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