

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D07 / Planning Division / Office of Project & Special Studies	
WORKING TITLE Transportation Engineer, Civil (TEC)	POSITION NUMBER 907-186-3135-922	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 a Senior Transportation Engineer (Sr TE), the Transportation Engineer, Civil (TEC) is responsible for preparing Project Initiation Documents (PID's), Feasibility Studies (FS's), and Preliminary Investigations (PI's). These activities involve conducting engineering feasibility of proposed transportation facilities, preparing conceptual plans based on preliminary geometric designs, calculating preliminary cost estimates, preparing presentations, coordinating with stakeholders and local, state and federal agencies and writing draft and final reports.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - 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. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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 - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - 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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **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 - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Equity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

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

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50%	E	Preparation and review of Project Initiation Documents (PID's), as required for the planning phase of project development for programming major projects. Coordinate PID activities with functional units in the District, Headquarters, Regional and Local agencies, and the Federal Highway Administration as required to produce quality PID's. Prepare and review reports as required to meet project schedules. Establish, collect, analyze, and interpret engineering data utilizing computer-aided applications to compile engineering data including field reviews. Write reports, respond to correspondence, study alternatives, prepare project plans, cross-sections, and cost estimates, review PID's and estimates for completeness and accuracy. Provide technical quality assurance and support to Local Agencies and private developers in developing PID's sponsored by these entities.
25%	E	Prepares and reviews multi-modal transportation FS's and PI's, prepares preliminary geometric designs/ plans, cost estimates, and analyzes miscellaneous technical data. Provides technical quality assurance and support to Local Agencies and private developers in developing FS's and PI's sponsored by these entities.
15%	E	Perform project management tasks such as planning and monitoring resources, reviewing project milestones, managing schedule and budget, monitoring critical path, and perform miscellaneous administrative duties in support of this office. Assists the Supervisor in the task manager responsibility for management of lower-level task managers, or resources, to produce WBS deliverable within scope, schedule, quality, and support cost; Preparing work plan for the assigned projects to meet the schedule in a timely manner.
5%	E	Review of Project Reports, Inter-Governmental Review/California Environmental Quality Act (IGR/ CEQA) documents, project proposals by other agencies, permit proposals, and proposed Right of Way air-space leases.
5%	M	Performs miscellaneous analyses and special assignments upon request from the Senior Transportation Engineer or from the Supervising Transportation Engineer (Office Chief) in the absence of the Senior Transportation Engineer.

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 directly supervise staff, but may act as 'lead-worker' in performing duties when necessary.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A professional knowledge of: State-of-the-art principles and standards of transportation facility selection, including the transportation engineering process for development of transportation facilities; traffic analysis including capacity, level of service, and safety; and engineering economics. The ability to analyze transportation performance in terms of service, safety, and cost effectiveness; prepare comprehensive reports on studies and investigations; participate in field reviews; participate in studies involving multi-agency and multi-disciplinary coordination. The work is complex and broad in scope. The work also requires effective communication and analytical skills enabling the engineer to make sound and effective judgments and decisions. The ability to present ideas effectively, both orally and in writing; work effectively with others as an inter-disciplinary team member and maintain effective relations with both external and internal persons contacted in the course of work; conduct transportation studies; analyze problems and develop appropriate solutions; and recommend effective courses of action.

The knowledge and ability to apply a wide variety of computer applications; have familiarity with project management; and the ability to acquire skills with new software, as needed to perform duties more efficiently.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is accountable for participating in the professional integrity of all recommendations, based on proper use of engineering principles and analysis, and for interpreting departmental policies relative to transportation facilities. Errors in judgement and/or decisions could affect public safety or result in tort liability for the Department. Failure to meet designated deadlines could jeopardize funding for the Department, local government agencies, and public entities.

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PUBLIC AND INTERNAL CONTACTS

Frequent contact is required in person, in writing, and by telephone with personnel within the Department, other agencies, private interests, political representatives and the public at large. The incumbent will be required to assist as a contact in the absence of the TEC-D for various correspondences that may be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to move large or cumbersome plans and project documents from one location to another. The incumbent may be required to drive long distances for project-related activities. The incumbent may be required to travel for training purposes to various locations throughout the State of California. The incumbent is expected to maintain an even mental balance to the analytical process for multiple projects on an accelerated project schedule. A team effort in maintaining emotional stability under stressful and rapid-paced working environment is expected. The incumbent will be required to sit for long periods of time using a keyboard and video display terminal in a cubicle environment.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office, under artificial lighting. The incumbent may also be required to travel, and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. The incumbent may work overtime and may remain in field locations in rural areas without facilities.

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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