

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 11/Maintenance Engineering and Asset Management	
WORKING TITLE Transportation Engineer-Range D	POSITION NUMBER 911-250-3135-011	REVISION DATE 10/30/2024

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 Maintenance Engineer, a Senior Transportation Engineer, the Transportation Engineer-Range D prepares and supports Highway Maintenance (HM) transportation projects from project initiation through acceptance of construction contract. Transportation Engineer (Civil) Range D, requires the possession of a valid certificate of registration as a civil engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

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. (Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence - Integrity, Pride)
- **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. (Safety First, Lead Climate Action - Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **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. (Safety First, Enhance and Connect the Multimodal Transportation Network - Equity, 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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Safety First, Enhance and Connect the Multimodal Transportation Network - Equity, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Engagement)

TYPICAL DUTIES:

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

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40%	E	Acts as a Project Engineer on the technical preparation and coordination of various project development documents related to maintenance needs. This includes but not limited to PS&E plans and documents for Highway Maintenance (HM), State Highway Operation and Protection Program (SHOPP) and Minor Contracts, Project Reports and Service Contracts requests. This technical preparation requires the use of hardware and software computer applications, including personal computers, Civil 3D and computer-aided design drafting (CADD) systems. Prepares plans, specifications, estimates, permits, certifications, and other required documents for HM and SHOPP contracts in compliance with Department policies and procedures. Prepares and stamps/seals project plans/engineering drawings, engineering reports and project specifications. By stamping these documents, the incumbent is taking the responsibility for the final documents, ensuring the technical contents have been prepared to meet or exceed all applicable regulations (including minimum engineering design standards/requirements).
30%	E	Collaborates with internal and external stakeholders, agencies, and the public for project delivery. Tracks and determines maintenance needs for the district's roadways, roadsides and bridges, which would lead to construction contracts. Conducts field investigations and reviews for the development of maintenance contracts. Coordinates and recommends resource needs for functional unit work agreements to the Maintenance Engineer. Assists the Maintenance Engineer with the preparation of emergency constructions contracts, asset management needs, and project management needs as requested by the Maintenance Engineer.
25%	E	Reports the status of assigned projects and supply information as requested by the supervisor and/or lead-worker. Assists the Maintenance Engineer to review District projects for maintainability and attend Project Development Team (PDT) meetings. Attends District Status meeting, as requested by the Maintenance Engineer. Provides formal and informal training to others. Assists Maintenance Engineer in identifying training needs. General organization of project files and information.
5%	E	Conducts and coordinates plan and field safety reviews for the District. Attends training courses and participates in internal and external teams and committees. Provides construction support as needed.

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

Has no direct supervision of others. However, may assign and review specific tasks within the project assignment and/or function as a lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Due to the complexity of transportation facilities, a general knowledge of Caltrans project development procedures, standards, policies and practices are essential.
- Each project is unique and requires considerable analytical ability. Projects may involve geometrics, traffic operations, hydraulics, geotechnical, environmental, construction, maintenance, planning, budget, and safety related issues. General analysis of these and other project related aspects are required.
- The employee should have a basic knowledge of properties and uses of engineering construction materials as well as methods and equipment of engineering construction and engineering economics
- The employee must possess a broad knowledge of personal computer applications and computer-aided design and drafting systems; methods and processes used in the preparation of engineering design and contract plans and; highway design practices and interpretation of technical data.
- Effective verbal and written communication skills are desirable.
- The employee must be able to coordinate and work with others within a team environment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made during the project development process will have a direct impact on the quality of the final transportation facility. Errors in judgment could adversely affect issues such as safety, operations, biddability, maintainability and legal issues with regard to contract and environmental laws.

PUBLIC AND INTERNAL CONTACTS

Contacts may be made with other Caltrans Divisions or Districts, private contractors/suppliers, other government agencies and, occasionally, with the general public.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

During the design phase of a project the employee may be required to sit for long periods of time using a keyboard and video display terminal and will be responsible for adhering to the time constraints of the project schedule while maintaining project scope and quality. Occasional trips to areas adjacent to or near roadways and freeways will be required. Travel to Imperial County will be required on a as needed bases. The employee may be required to walk up or down steep slopes and/or thick vegetation. This position may require driving for State business.

The employee should be able to concentrate, analyze the situation at hand, and respond appropriately in difficulty, emotionally charged and/or sensitive situations. The employee may be required to handle several issues at a time and should be able to identify problems and prioritize tasks as necessary.

The employee should be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related relationships with internal and/or external contacts in a professional and courteous manner.

WORK ENVIRONMENT

While at their base of operation, will work in a climate-controlled office under artificial lighting. The employees will also be required to travel and work outdoors and may be exposed to high-speed traffic, dirt, noise, uneven surfaces, or temperature extremes. Work during nighttime and weekends at various regions of District 11 may also be required. The employee may also be required to respond to emergency projects during any time of the day or week.

Possession of a valid driver's license is required to operate a State vehicle.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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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