

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 4/Design/Hydraulics	
WORKING TITLE District Hydraulic Engineer	POSITION NUMBER 904-104-3161-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 Office Chief for the office of Hydraulic Engineering, the incumbent will be responsible for negotiating for project resources, providing technical direction to staff, and provide design oversight for all hydraulic related activities associated with the nine Counties from which District 4 is comprised.

**CORE COMPETENCIES:**

As a Senior Transportation Engineer, CT, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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 - Engagement, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
40% E	

The incumbent will direct staff on the development of drainage plans, specifications, and estimates for a variety of transportation related projects.

**ADA Notice**

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25%	E	The incumbent will review and approve work prepared by Consultants, to ensure it is completed in accordance with acceptable processes and standards.
10%	E	The incumbent will review CEQA submittal and Encroachment Permit applications to ensure they meet drainage standards.
10%	E	The incumbent will provide technical support to Construction, Maintenance and the Legal Division.
5%	E	The incumbent is responsible for recognizing appropriate engineering practices and standards as set forth in the various manuals and Directives so that the drainage facilities are properly planned, safety designed, and can be easily constructed and maintained.
5%	M	The incumbent will have other duties such as serving on technical task forces and special assignments.
5%	M	The incumbent review draft and final reports, memos, and letters requiring hydraulic expertise and acts as a liaison to other offices within the District and Headquarters in regards to drainage matters.

<sup>1</sup>ESSENTIAL 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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Under the general supervision of the Office Chief, the Senior Transportation Engineer (Supervisory) will be responsible for directly supervising up to five staff.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must establish and maintain a close working relationship with other District Design Offices and Project Managers in order to generate project work plans and monitor project activities. The incumbent should establish and maintain a close working relationship with Consultants and staff members of Local, Regional, State, and Federal agencies for the purpose of improving project delivery and coordinating hydraulic design activities. The incumbent meets with community groups, local elected officials and staff, private individuals and other interested parties to discuss and resolve sensitive hydraulic matters. Incumbent must be familiar with hydraulic software used by the Office to design drainage facilities.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, assessments, oral presentations or testimonies may result in inconvenience to the traveling public, denial of federal funds, project delays, losses of time and money to the contracted Consultant, unfavorable court decisions, and added expenses and loss of credibility to the Department.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent establishes and maintains a close working relationship with other District Offices, Headquarters Divisions, and the Consultants for the purposes of scheduling project work and coordinating hydraulic design activities, maintains close coordination and cooperation with staff members of local, regional, State, and Federal agencies; meets with community groups, local elected officials and staff, private individuals, and other interested parties to discuss and resolve sensitive hydraulic problems; and coordinates activities with local developers and their representatives.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent should be able to effectively communicate Department policy to individuals and groups. The incumbent must be able to work cooperatively with others and be able to fairly evaluate and assess the merits of opinions presented. The incumbent may be involved in emotionally charged issues and should be able to respond in a professional manner. The incumbent will be required to perform field work at sites with varying degrees of accessibility. Incumbent may be required to carry heavy field equipment.

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### WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate controlled office under artificial lighting. The incumbent will also be required to travel and work outdoors and will be exposed to weeds, dirt, noise, and extreme heat and cold.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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