

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D43/Environmental Analysis/Stormwater Program Development	
WORKING TITLE Transportation Engineer -Stormwater Management	POSITION NUMBER 913-140-3135-001	REVISION DATE 10/03/2024

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 general direction of the Chief, Office of Stormwater Program Development the incumbent is responsible for engineering studies and technical assistance for storm water quality monitoring and best management practices (BMP) development projects related to Caltrans functional areas such as, Design, Construction, and Maintenance. This position is responsible for Identifying issues and developing recommendations and engineering work related to storm water quality and BMP development.

The incumbent will also lead or assist In tasks for developing stormwater quality monitoring and BMP development policies and guidance. This position Is responsible for identifying issues and developing recommendations related to stormwater quality, BMP development, new treatment technologies and State and Federal "Clean Water Act" rotated permitting in California and other issues related to project delivery.

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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Equity, 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. (Strengthen Stewardship and Drive Efficiency - Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement, Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Initiate, prepare and manage contract task orders for multi-disciplinary consultant staff related related to stormwater quality monitoring and piloting of new treatment technology projects. coordinate with . consultants teams, Caltrans headquarters,111 and district functions to execute assigned projects within budget and schedule. Provide oversight of consultant work for the projects.

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30%	E	Prepare written reports and review documents for the Storm Water Program. Prepare storm water quality guidance materials. Provide consultant oversight during the preparation of stormwater quality & BMP development plans, reports, guidance materials or other documents, and participate, in the planning, design, construction, and maintenance of transportation facilities in response to storm water quality issues.
20%	E	Participate in the procurement and management of Architectural and Engineering (A&E) services through related task orders. Typical task order manager duties include writing scope of work and engineers estimate, providing consultant direction and oversight, tracking and reporting progress, and evaluating consultant performance. Assist in responding to Inquiries from the public and other agencies regarding the Department's stormwater program. Participate in stormwater studies and task forces.
10%	M	Participate with other functional areas such as, Design, Construction, and Maintenance to develop/ implement strategies and review technical guidance related to stormwater quality and treatment technology issues. Participate In storm water quality monitoring/new technology research programs.

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 others, however, the Incumbent may act as the lead with District personnel at various levels for special studies and assignments. May provide direction and/or guidance to subordinate staff, consultants, and research/student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: knowledge of Caltrans organization, department policies, financial constraints and procedures is required. Must have, or able to quickly develop, a working knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to planning, programming, design, construction, operation, and maintenance of transportation facilities, environmental analysis requirements, water quality regulations, and/or research and monitoring methods. Technical knowledge related to public contract law, contract procurement and water quality is required. Must have a thorough understanding of the Stormwater program end contract procedures to ensure stormwater contracts and the implementation of them are consistent with the National Pollutant Discharge Elimination System (NPDES) Permit and the Stormwater Management Program (SWMP) and related Department obligations. The incumbent must have an understanding of stormwater issues as they apply to design, construction and maintenance activities within the department to ensure appropriate inclusion in the development of contracts and task orders needed to meet the Department's stormwater obligations.

The work and responsibilities of this position require good understanding of the State and Federal "Clean Water Act" regulations, An understanding of planning, design, construction and maintenance issues related to stormwater quality treatment elements in transportation projects is desired.

Abilities: The incumbent must be able to reason logically and creatively and to exercise good judgment on matters relating to the planning and environmental analysis of transportation facilities, and the development and updating of the Department's stormwater quality procedures. Must have the ability to effectively communicate and coordinate both orally and in written form with management and employees in Headquarters and Districts.

Must be able to analyze situations accurately and develop cost-effective strategies for resolving problems. Must demonstrate the ability to undertake and complete difficult and sensitive engineering studies and negotiations related to the stormwater management program. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships with state and federal regulatory agencies. Must effectively contribute to the Department's Equal Employment Opportunity objectives. Must have the ability to effectively use personal computers and the Internet to conduct research; write memos, letters, procedures, guidance, and develop graphs, charts, or other illustrative materials.

The incumbent must be able to perform project management and task order development and management.

Analytical: Must reason logically and creatively using a variety of analytical techniques to obtain solutions, recognize erroneous data and review projects for overall soundness. The incumbent must have the ability to assimilate technical and procedural input from various sources, including the Districts, to evaluate that input, develop alternative courses of action and to make recommendations on all the critical issues affecting the planning and delivery of projects, and maintenance of transportation systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Transportation Engineer is responsible for independent action and initiative in carrying out the duties related to analysis, the project development protocols, and maintenance practices. Based on engineering experience and expertise, the incumbent must be able to provide accurate and thorough recommendations on various environmental and project development documents.

Failure to carry out these responsibilities could result in:

- Inconsistent statewide decisions in the development, operation and maintenance of stormwater elements in transportation facilities
- Additional effort to provide measures to avoid or minimize environmental impacts
- Extensive project delays or program failure

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- Unacceptable recommendations forwarded to the California Transportation Commission
 - Litigation that could delay and/or add substantial cost to essential projects or programs
 - Loss of public confidence in Caltrans as a responsible public agency and first rate engineering organization
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PUBLIC AND INTERNAL CONTACTS

The Transportation Engineer must establish and maintain working relationships on a daily basis with Caltrans management and with District planning and engineering staff; and with other disciplines in the Environmental Analysis Division; as well as with staff working in other Headquarters' Divisions or Programs. The incumbent must also establish and maintain a good working relationship with staff of other state and federal agencies, as well as the public.

Arranges for, attends, participates in meetings to resolve stormwater issues, revise policy, regulations, and procedures, with local, regional, state, and federal agencies, and consultants in regard to stormwater issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to grasp the essence of new information and master new technology and improvements in stormwater treatment or water quality monitoring. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must formulate effective strategies consistent with the business and completion related to emerging stormwater treatment technology and develops new insights into situations and applies innovative solutions to improvements.

Must be capable of translating between engineering, transportation, planning and environmental terminology and common language. Must be able to effectively communicate and may be required to make presentations, lead workshops, and serve on quality teams.

The incumbent must be open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to public service. The Incumbent values cultural diversity and individual differences in the workforce.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor, to read, review or prepare documents. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

The incumbent must be willing to travel throughout the state to other District offices and project sites. While traveling, the incumbent must be capable of lifting and carrying their own luggage, computer equipment, or other materials weighing over 10 pounds.

WORK ENVIRONMENT

The work environment is fast paced, busy and requires considerable flexibility in managing time, priorities and assignments. The incumbent may be required to travel to District offices or other meeting facilities. While at their base of operation, employees will work in climate controlled office under artificial light.

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.

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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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