

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 01/Traffic Operations/Encroachment Permits	
WORKING TITLE Assistant Permit Engineer (Permit Writer - Inspector)	POSITION NUMBER 901-350-3135-xxx	REVISION DATE 06/07/2023

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 Chief, Office of Encroachment Permits, (a Senior Transportation Engineer), the employee reviews permit applications, coordinates reviews with other internal and external stakeholders, and completes all necessary work associated with the execution, issuance, inspection and closure of encroachment permits throughout District 1 in such a manner as to assure compliance with traffic control requirements; all applicable regulations, statutes, and standards; attends and represents Caltrans at meetings on permit policies, procedures, and requirements; participates in the InterGovernmental Review (IGR) process; assists with managing the District's Business Logo (LOGO) and Tourist Oriented Directional Signing (TODS) programs; and assists the District Permit Engineer with various other functions required of the Encroachment Permit Office.

**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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

**TYPICAL DUTIES:**

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

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40%	E	Reviews encroachment permit applications, plans, and specifications; determines completeness of submitted application; prepares and issues encroachment permits; circulates permits for review by appropriate District functional units; resolves review comments; determines appropriate permit conditions and writes encroachment permits. Ensure all permits are in compliance with State Standards, Policies and Codes, ADA laws, current storm water and drainage regulations, and to determine immediate and longterm effects of proposed encroachments to the State Highway System. Prepares letters of rejection on disapproved applications and letters requesting additional information or modifications to plans and/or other application documents before a permit can be issued. Performs and assists others in application review process, inspections and investigations required to insure permitted work is complete as authorized.
30%	E	Responsible for performing engineering inspections and ensure compliance with permit, plans, and specifications; makes engineering recommendations for field changes; monitors contractors work and progress. Records daily log of activities and hours into the Encroachment Permit Management System (EPMS). Meets on-site with permittee and/or their contractor to perform inspection of construction at the location of proposed encroachment, including traffic control set up; inspects during work and after completion to ensure sound engineering practices are employed as well as compliance with permit provisions. Ensure compliance with Caltrans Standards, Manual, Guides, Policies and Procedures.
5%	E	Monitor permittee's construction activities for compliance with storm water pollution control Best Management Practices for soil stabilization, sediment control, tracking control, wind erosion control, nonstorm water management, and material and waste management. Deficiencies found with storm water pollution control shall be documented and reported. Attend Permit statewide stormwater coordinator meetings and act in advisory role for stormwater issues.
10%	E	Assists the District Permit Engineer, and acts in an advisory role, with District Truck Services, Broadband Coordination, Gateway Monument, Transportation Art, Community Identification, Permit Stormwater and IGR. Coordinates the District Truck Services support needs in various phases of project development. Participates in PDT Meetings and coordination with agencies and other stakeholders. Represents the District Permit Engineer in partnering with internal and external partners, including the public, utility companies, and public agencies. Provide oversight of Federal and State projects which fall into the encroachment permit process.
5%	E	Assists District Maintenance on unauthorized encroachments within State right of way by providing engineering and technical assistance to District Maintenance on all unauthorized encroachments. Assists, when needed, in coordination with property owners and in the "red-tag" process.
5%	M	Assists with the District LOGO/TODS Coordinator activities including reviewing applications for compliance with program regulations, processing annual billing for permit, rental and sign maintenance fees, and processing waivers for conditional permits.
5%	M	Continually assists with developing and refining policy and procedures within the unit. Constantly strives to provide consistent and uniform service to all functional units and/or permit applicants. Actively participates in identifying policies and procedures which may be improved, offers suggestions and plans for improvement, and continues to actively participate in improvements within the unit and Department.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None, but may act in a leadworker capacity or on behalf of the District Permit Engineer in his/her absence or as delegated that authority.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Requires knowledge of engineering and a familiarity of the internal functional structure of Caltrans and their relationship to external agencies. Must be familiar with the Standard Specifications & Plans, Statutes, Design and Traffic manuals, Encroachment Permits manual, California Public Utility Commission regulations and policies, OSHA requirements and standards, and multiple portions of California State Law including the Vehicle Code and the Streets and Highways Code. Must be able to meet with the public and communicate effectively, must be able to draft written correspondence in a professional, concise, and appropriate manner, and effectively develop Special Provisions for inclusion in Caltrans project contract documents. Requires a through acquaintance with the State Highway System in District 3. A wide and varied knowledge of heavy construction

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equipment, procedures, methods, and materials quality control and assurance procedures is necessary.

The ability to analyze engineering plans and plan features, such as profiles and grades of utilities, road approaches, drainage, sight distance issues and policies, traffic movements, etc. is required. The ability to analyze the effect an executed permit may have in regards to environmental impacts, traffic safety, future effect on highway development, etc. is also essential in order to prepare comprehensive reviews and recommendations. Each permit must be analyzed on its own merit and a determination as to the most beneficial or least detrimental option to the State right-of-way must be determined. Must have the ability to analyze situations and to take effective action.

This position requires knowledge of storm water practices including familiarity with the Caltrans Permit, the General NPDES Permit, and local ordinances as required to implement State and Federal guidelines for storm water pollution prevention for construction activities.

Employee shall have a current Driver License.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent is responsible for issuance of encroachment permits, which involves reviewing applications, analyzing comments and recommendations made by District departments, and making the decision of approval or denial. Incumbent is also responsible for on-site inspection and review of work to assure compliance with permit provisions. Review includes how the permit will affect the safety and convenience of the travelling public and the preservation of the highway facility.

Failure of any one of these parameters could result in poor public opinion and/or confrontation, difficulty in maintaining good relationships with developers, property owners and local agencies. These conflicts result in the loss of efficiency of office staff and additional cost to the State due to appeals and claims against the State.

The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgement 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.

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**PUBLIC AND INTERNAL CONTACTS**

Incumbent will have daily contact with the public and employees; including State, County and City agencies; permittees and their agents; and elected officials to explain permit requirements, inform on storm water pollution prevention matters, obtain additional information and engineering details, and pass on engineering requirements. Incumbent must also assist third parties on activities involving storm water pollution prevention during construction operations.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Job assignments may be subject to changes in work shift, work hours and workdays, and will require fieldwork and travel on short notice. Travel to far reaches of the District will be required.

Incumbent will be required to use personal computers and telephones for long periods. Other physical activities will include working in an office cubicle; accessing files, manuals and other resources at various Caltrans and external offices; and transporting up to 15 pounds from low to high storage areas and to other office locations. The ability to transport large or cumbersome plans and diagrams from one location to another will be necessary. The ability to produce engineering drawings, both with and without the aid of a computer, will be necessary.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others.

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**WORK ENVIRONMENT**

Employee will work in a climate-controlled office under artificial lighting. Employee will be required to traverse moderately accessible office complexes, parking lots, highways and sidewalks. Employee will be required to travel and work outdoors and will be exposed to dirt, noise, uneven surfaces, extreme cold and extreme heat, and other wooded and wildlife surroundings.

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.

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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.)

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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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