

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

Current/Proposed

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION METS/OMMIA/SMS Branch	
WORKING TITLE Transportation Engineer Civil (TE Civil)	POSITION NUMBER 559-319-3135-xxx	REVISION DATE 11/18/2024

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:

This position is located in Sacramento and exists in the Division of Engineering Services (DES), Materials Engineering and Testing Services subdivision (METS), Office of Material Management and Independent Assurance (OMMIA), under the direction of the Statewide Materials Support (SMS) Branch Chief (Senior Transportation Engineer). The Transportation Engineer Civil (TE Civil) works independently or as part of a team to perform statewide quality assurance processes, assist in METS resource management and assist with other SMS branch functions. The SMS branch is responsible for facility audits, programmatic assessments, METS resource management, Environmental Product Declaration implementation and pole inspection coordination.

This position requires travel to the various districts, Headquarters and field sites for periods of several days.

As part of your employment with DES there is a mandatory TE-Civil Professional Development Rotation Program that applies to all permanent full-time TE-Civils hired after January 1, 2017. Temporary relocation more than 50 miles from your permanent unit may be necessary for rotation assignments.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Integrity)
- **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 - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - 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 - Engagement)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First - Engagement)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence - Integrity)

TYPICAL DUTIES:

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

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30%	E	Coordinates, acts as liaison with industry and serves as audit or programmatic assessment team lead/member to verify material fabrication/production quality control processes.
25%	E	Leads or assists with METS resource estimating for upcoming projects to ensure adequate hours are allocated for METS activities. Works directly with project liaison engineers (PLEs) or project managers (PMs) to provide initial or updated estimates in a timely manner.
25%	E	Researches and evaluates Quality Assurance (QA) practices for source inspection and sampling of structural materials. Develop, document, test, and assist in implementation of QA procedures; METS Training, development and continuous improvement.
10%	E	Supports METS management in development of new material policies, and development or update of material specification change requests.
5%	M	Develop and maintain databases on programmatic assessments, pre-qualifications, audits and vendor performance. May include making updates to Internet and Intranet pages.
5%	M	Provides additional support to METS management 5% M 5% M 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

Position has no supervisory responsibilities, but must work as a member of a team to produce reports and other information in a timely manner to the customers of the Department. May act as Branch Chief in his/her absence and as lead over other Transportation Engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have strong technical writing and editing skills with an excellent command of English grammar, spelling and usage.

Necessitates having strong research skills, including the ability to seek out, gather, and evaluate information from multiple sources to elicit cooperation and facilitate resolution of differences of opinion among various parties and to synthesize the information into a final product.

Requires a broad knowledge of quality management and risk management principles including those of ISO 9001, which has been adopted as the quality model for DES; Caltrans' major activity areas and organization; various phases of transportation systems planning and engineering work; the methods and criteria used in design, maintenance, and construction of various transportation facilities; departmental goals, policies, procedures, funding, and financial constraints; and the project development process. The incumbent must have broad and extensive knowledge of the policies and procedures of DES, engineering project development processes, state, federal, and local laws and regulations that govern the Department and DES.

Abilities: Must be able to work collaboratively with others. Must be able to analyze situations accurately and adopt an effective course of action in the resolution of complex engineering problems. Must be able to understand and address gaps in knowledge or skills and take steps to close identified gaps. Must be able to communicate openly, honestly and directly, both verbally and in writing, with all levels of management and employees in headquarters and districts, and with persons outside the Department. Must be able to organize multiple tasks and prioritize based upon good judgment and organizational goals. Must have good administrative abilities including judging work quality and performance. The incumbent must have the ability to use quality tools and principles in seeking to continuously improve work processes. The incumbent must have the ability to effectively contribute to DES core values of Quality, Efficiency, and Collaboration.

Analytic Abilities: The work and responsibilities assigned to this position require the ability to assimilate technical and procedural input from various sources, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the planning and project delivery of structures. The incumbent must reason logically and creatively using a variety of analytical and problem-solving techniques.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will initiate, and make changes to quality management documents, processes, and procedures, as well as make recommendations on policies. Failure to carry out these responsibilities could result in:

- Diminished opportunities to improve the quality of the project delivery processes.
- Additional engineering or extensive delays and impacts on project delivery .
- Significant impact on the internal and external operation of DES, as well as the Department.
- Poor stakeholder satisfaction, and a loss of confidence in Caltrans as a responsible public agency.
- Adversely affecting quality, safety and sustainability of transportation systems.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains communication with METS, DES, and Headquarters staff involved in ISO 9001 implementation. Attends and conducts meetings within METS and with other subdivisions to resolve integration issues.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit and/or stand for long periods of time in both an office and field setting. The incumbent will use a telephone, keyboard/mouse and video display terminal. Employee will be required to drive a motor vehicle and may travel both statewide and out-of-state.

Must be able to effectively communicate in English, both orally and in writing, and have the demonstrated ability to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

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 handle multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to district offices or other meeting facilities, and/or to the sites of proposed projects. In the field, the incumbent may experience all climatic conditions, including rain. While at their base of operation, employees will work in climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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