

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 11 / Maintenance / Minor Projects	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 911-243-3135-911	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 direction of the Minor B/Emergency Contracts Branch Chief, a Senior Transportation Engineer, the Transportation Engineer (Civil) (TEC) prepares Minor B transportation projects from project initiation through acceptance of construction contracts. Prepares plans, specifications, estimates, permits, certifications, and other required documents for Minor B construction contracts in compliance with Departmental policies and procedures. Based on the unit workload and delivery commitments, performs various transportation engineering tasks of average difficulty accomplished through understanding and applying Caltrans standards, manuals, guidelines, policies, directives, and computer software applications. Assigned tasks to expedite the project delivery process. As the TEC progresses in experience, he/she may be assigned more difficult work and may function as a lead person over the activities of various engineering and technical personnel.

For placement in TEC Range D, possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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, Advance Equity and Livability in all Communities - Engagement, Innovation, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Assists with technical preparation and coordination of project reports, plans, and cost estimates for Minor B transportation projects. Develops alternatives, purpose, and need, estimates, and makes recommendations for identified transportation projects. Coordinates and reviews the preparation of project plans and estimates to ensure that all work is done in accordance with contract specifications. Reviews, performs oversight, inspects work and operations regarding safety, quality, and quantity of work. Maintains expertise and knowledge of pertinent laws, statutes and regulations, engineering solutions, design standards, and computerized information systems. Uses Computer Aided Design and Drafting (CADD) software and other engineering tools on a computer to prepare plans, specifications, estimates, permits, certifications, and other required documents for Minor B construction contracts in compliance with Departmental policies and procedures. Interacts with internal and external stakeholders, agencies, and the public to support project delivery.
30%	E	Performs construction administration for projects in the construction phase. Coordinates with contractors and subcontractors to schedule work. Coordinates with District Transportation Management (DTM) and the Transportation Management Center (TMC) for traffic closures. Coordinates with functional support units and the public to provide construction updates as needed. Conducts field inspection and documentation of contract work (daily diaries), resolves contract issues, and prepares Contract Change Orders when applicable. Files contract documents in compliance with Departmental policies and procedures. Processes payments and prepares documents for closing construction contracts.
15%	E	Tracks projects and monitors related schedules and budgets. Compiles and maintains project data on computer systems for use by the Branch, Office, and/or the Division. Evaluates alternative design solutions for transportation projects to balance environmental considerations, transportation benefit, and project cost. Maintains complete and accurate daily contract records as needed. Determines if the project has a satisfactory progress rate, takes appropriate remedial action for delays, and approves final payment. Reports on the status of assigned projects and supply information as requested by the supervisor.
15%	E	Retains, organizes, and submits final design records to project record archives. Requests engineering and technical support from other units as needed. Researches as-builts and project history files, reviews encroachment permits, and conducts field reviews to obtain information as needed to complete assignments. Prepares and/or reviews other engineering assignments toward completing contract plans, including studies for traffic handling and stage construction. Conducts field investigations and control tests to approve material incorporated in bridges, non-standard major structures, and transportation-related buildings and facilities. Attends training courses deemed mandatory or necessary, which may require travel and overnight stay.
5%	M	Participates in internal and external teams and committees. Assists in identifying training needs. Provides formal and informal training to others. Captures meeting minutes, documents engineering decisions, and maintains project files. Prepares correspondence as necessary.

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

Knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics; contract documents to include but not limited to the Standard Plans and Specification; varying types and methods of industry construction practices; State safety orders, traffic control, field office engineering techniques; testing of materials, computer application to transportation engineering; factors which influence the impact of highways and other transportation facilities on the environment.

ADA Notice

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

Ability to: Use CADD software, word processing and spreadsheet software, access and extract information from a database; do simple mapping and drafting and make neat and accurate computations and engineering notes; comprehend and interpret Standard Plans and Specifications, Special Provisions and Change Orders; prepare designs, plans and specifications for projects; assess contractor's field operations for safety purposes; determine if Contractors have adequate and competent staff performing required work in compliance with contract; inspect construction work and determine if it meets specification requirements; prepare basic correspondence and reports; establish and maintain friendly and cooperative relations with those contacted in the course of the work; communicate effectively both orally and in writing.

Must be able to analyze situations accurately, identify potential conflicts, and adopt an effective course of action; review project schedules and determine the appropriate level and timing of review; recognize significant issues and implement the best course of action; assess circumstances that may require elevation of issues to appropriate level for resolution.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Is responsible for making average technical and/or engineering decisions which may affect the development and construction of transportation-related projects. Improper judgments and errors could result in unsafe highway conditions, a reduction in the operations of highways, and/or the unnecessary expenditure of limited state resources. Failure could result in a detrimental effect on the Department and the State. The incumbent is responsible for their actions, decisions, quality of completed work, and use of state time, equipment, and materials. Improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

May have contacts with other Caltrans employees and supervisory staff within their District and/or Headquarters programs, other staff, local and Federal agencies, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to move heavy objects within an office or over various types of terrain; stand or sit for prolonged periods; and perform work that includes bending, stooping, and/or kneeling. Should have problem-solving, analysis, and reasoning skills. Emotional requirements include the ability to develop and maintain cooperative working relationships, recognize emotionally charged issues or problems, and respond appropriately to difficult situations.

WORK ENVIRONMENT

While at the base of operation, works in a climate-controlled environment in an office building, field office, laboratory, and/or trailer. May periodically be required to travel to perform fieldwork and may be exposed to dirt, noise, dust, chemicals, uneven surfaces, and extreme weather conditions. Travel, night shift, and overtime may be required. This position is subject to callouts and occasionally requires non-standard shifts, usually without prior notice, and involves participation in the district's emergency response efforts. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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DOT PM-0924 (REV 08/2024)

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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