

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Planning & Local Assistance/Project Initiation	
WORKING TITLE Project Engineer	POSITION NUMBER 912-840-3135-XXX	REVISION DATE 01/03/2025

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 a Senior Transportation Engineer (Senior TE), the incumbent is responsible for preparing Project Initiation Documents (PIDs). Responsibility includes conducting engineering feasibility studies, providing technical quality assurance for PIDs developed by local agencies, preparing conceptual plans based on preliminary geometric designs, calculating preliminary cost estimates, and writing draft and final reports. The incumbent may serve as a team lead or work independently on assigned projects. A valid Professional Engineering License (Civil) in the State of California is required for range D appointment.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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, Lead Climate Action, Advance Equity and Livability in all Communities - 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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	As a Lead Project Engineer, responsible for preparing, reviewing, and stamping PIDs, which are required in the planning phase of project development for programming major projects. Coordinate PID activities with functional units (i.e. Conceptual Cost Estimate, Preliminary Environmental Assessment Report (PEAR)/Mini-PEAR, Equity/environmental Justice, public speaking and engagement for outreach activities, Complete Streets Decision Document, Risk Register, etc) in the District, Headquarters, Regional and Local agencies, and the Federal Highway Administration as required to produce quality PIDs and to ensure compliance with State and Federal regulations and standards. Utilize Highway Design Manual and Project Development Procedures Manual as well as other design manuals to prepare a PID that will form the basis for programming and designing the project. Coordinate with District System Planning to address equity/environmental justice and public engagement by collecting demographic and spatial data, analyzing potential project impacts to equity priority populations, documenting public input, and drafting summaries of these activities for inclusion in PIDs. Lead in the Architecture & Engineering (A&E) contracts process and field investigations.
25%	E	Participate in the preparation and review of plans, designs, and reports as required in order to meet project schedules. Write reports, respond to correspondence, study alternatives, prepare project plans and cost estimates, and review information in PIDs for completeness and accuracy. Manage project schedule and resources in the Project Resource and Schedule Management (PRSM) software and, coordinate project information updates in Asset Management Tool (AMT) with District Asset Manager monthly.
20%	E	Establish, collect, analyze and interpret engineering data utilizing computer aided applications to compile engineering data. Provide technical quality assurance and support to PID Branch Non-registered Engineers, Local Agencies and private developers in developing PIDs sponsored by these entities. Prepare and obtain approval of cooperative agreements for Local Agencies.
5%	M	Ensure the final draft submittal of PID to District Headquarters Program Advisors, HQ Office of Project Planning (OPP), and Asset Manager for review and/or concurrence.
5%	M	Perform various analyses and special projects assigned by the Senior Transportation Engineer. Incumbent may be designated as the primary contact for most correspondence that required for the assigned project.

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

Provide guidance to Transportation Engineers Civil Range A, B, & C. May act as person in responsible charge in the absence of Senior TE.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Basic knowledge of state-of-the-art principle and standard of transportation facility selection including the transportation engineering process for development of transportation facilities, traffic analysis including capacity, level of service, vehicle miles traveled, and safety, and engineering economics. Basic knowledge and ability to use Microstation/ACAD, PRSM, AMT, Microsoft Suite and various other computer programs. Basic ability to analyze transportation performance in terms of service, safety and cost effectiveness; prepare comprehensive reports on studies and investigations; perform field reviews; conduct studies involving multi-agency and multi-disciplinary coordination. Basic ability to handle engineering work. Must have effective verbal and written communication and analytical skills to make sound and effective judgments and decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for assuring the professional integrity of recommendations based on the proper use of engineering principles and analysis, and for interpreting departmental policies relative to transportation facilities. Error in judgment and/or decisions could affect public safety or result in tort liability for the Department.

PUBLIC AND INTERNAL CONTACTS

Frequent contact is required in person, in writing, and by telephone with personnel within the Department, other agencies, private interests, political representatives, and the public at large.

ADA Notice

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long and short periods using a keyboard and a mouse (fine manipulation), view a video display terminal, and use a telephone. Ability to move large or cumbersome plans and project documents from one location to another. Ability to drive long distances for project-related activities. Ability to travel for training purposes to various locations throughout the State of California. Must maintain an even mental balance of analytical process for multiple projects. Must be able to handle accelerated project schedules. Must maintain emotional stability under stressful and rapid-paced working environment.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Incumbents may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Periodic travel is required for fieldwork and training. Incumbent may be required to work overtime and may remain in field locations in rural areas without facilities. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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.

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