

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Equipment/ZEV Infrastructure	
WORKING TITLE ZEV Infrastructure Engineer	POSITION NUMBER 932-001-3135-925	REVISION DATE 07/24/2023

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:**

While working for the Caltrans, Division of Equipment (DOE), the Transportation Engineer will work under the direction of the Deputy Division Chief, a Supervising Transportation Engineer; of the Zero Emission Vehicle Infrastructure (ZEV) program. The incumbent is responsible for assisting with the development and statewide implementation for deployment of Zero Emission Vehicle (ZEV) Charging Infrastructure. The incumbent will assist the ZEV infrastructure program advisors and other District and Division managers to facilitate the installation of ZEV charging stations on Caltrans right of way in collaboration with internal and external stakeholders.

**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. (Lead Climate Action - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Integrity)
- **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 - 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action - Engagement)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **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 - Integrity, Pride)

**TYPICAL DUTIES:**

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

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50%	E	Assist ZEV Infrastructure Program Advisors, Design and Construction Managers to plan and implement the design and installation of ZEV infrastructure efficiently and effectively. Continuously monitors ongoing projects in office and field and coordinate workload. Organize and coordinate efforts with the District, Programs, and other key stakeholders to deploy permanent and mobile alternative fuels infrastructure. May represent Caltrans at meetings for coordinating successful implementation of ZEV Program. Serve as a HQ expert to Districts on ZEV related project questions including implementation through Department of General Services, SHOPP Program, DPAC and other contracting of ZEV deployment.
30%	E	Analyze and evaluate process compliance and program accomplishments to develop new standards and concepts. Assist ZEV Infrastructure Program Advisors for all third-party infrastructure deployment issues in state highway right-of-way. Collects, analyzes, and interprets data to identify charging infrastructure deployment opportunities on transportation projects and to resolve difficult technical problems. Coordinate with Caltrans Divisions to optimize charging infrastructure.
10%	E	Utilize or enhance data systems to track inventory of ZEV infrastructure deployment and data management activities associated with ZEV Program. Utilize data to ensure equity in delivery of transportation services via charging infrastructure. Develop outreach strategies to inform staff of importance of infrastructure improvements and provide guidance on how to implement improvements in Districts and Programs.
5%	M	Perform other duties as necessary to support the implementation of ZEV Infrastructure Program within Caltrans. Other tasks may include participation on research panels, pilot projects, development of reports, documents, presentations, graphics, spreadsheets, and other miscellaneous tasks as directed. Work on a variety of special projects and assignments as needed by the Deputy Division Chief and Division Chief. Participate in various meetings, workshops, conferences, and trainings.
5%	M	Develop, maintain and update project records and desk manuals that help train new employees, and serves as a reference tool for team members. Perform other work commensurate with the Transportation Engineer, Civil classification.

<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. May function in a lead capacity for special projects and team efforts.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have working knowledge and experience in principles, methods, policies, and business processes related to various phases of transportation engineering and project delivery at Caltrans. Ability to research and stay current with changes in alternative fuel techniques and best practices. Ability to plan, organize and work effectively and efficiently with others as necessary to successfully deliver and implement the ZEV Infrastructure Program. Ability to communicate effectively, make effective presentations and prepare clear, effective correspondence and reports. Ability to use good judgment, tact, and strong interpersonal skills working with others, and participating on teams. The work of the incumbent is detailed, complex, and variable and requires strong technical skills and decision making. Knowledge of federal, state and local alternative fuels regulations and experience with fleet greening, fleet management and policies will be necessary to be successful in this position.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in decisions made within this Office could have major impacts to the Division of Equipment and Caltrans. Lack of foresight could hamper the Division of Equipment's ability to provide the service expected by Caltrans and could cause conflict between Caltrans District managers and staff and the Division of Equipment and could result in noncompliance with established policies and procedures. It could also hamper Caltrans' ability to implement ZEV infrastructure for the State.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent has regular contact with all levels of internal staff and external partners (including Department of General Services, Utility Companies, California Energy Commission, California Air Resources Board and others)

Considerable time may be spent researching or answering questions by telephone and computer. Attendance, participation, and presentations at virtual or in-person internal and external meetings, task forces, and public meetings may also be required.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The position requires a sound state of mind, with the ability to make clear, timely judgments and decisions under pressure. It also

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requires teamwork to openly discuss issues and reach a consensus. The position requires the ability to multi-task, adapt to changes in priorities, and ensure completion of tasks or projects when given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation. The incumbent must be able to adapt their behavior and work methods in response to new or updated information, changing conditions, or unexpected obstacles. Must be able to develop and maintain cooperative working relationships. Must also value cultural diversity and other individual differences in the workforce. Must be tactful and treat others with respect.

**WORK ENVIRONMENT**

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department.

While in the office, the incumbent will work in a climate-controlled office under artificial lighting. Due to periodic problems with heating and air conditioning, the building temperature may fluctuate. The environment is fast-paced, demanding and busy; and requires considerable flexibility in managing time, priorities and assignments.

Travel to and from job sites will be required. The incumbent may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the employee. Periodic travel may be required within the state (federal and state offices, district offices, local agencies, etc.) to office buildings and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent may also be required to travel out-of-state.

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.)

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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