

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 4/Maintenance/Maintenance Engineering	
WORKING TITLE Project Engineer	POSITION NUMBER 904-607-3135-xxx	REVISION DATE 02/06/2024

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:

Under the direction of a Senior Transportation Engineer (Design Senior), the incumbent will assume the tasks of a Project Engineer. The incumbent may act as a lead person in technical preparation, and development of transportation projects. The incumbent is responsible for quality work related to the design aspect of a project, and to meet the scope, budget, and schedule assigned. Guidance may periodically be received from the Supervising Transportation Engineer and/or the Deputy District Director.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, Pride)
- **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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Conducts and coordinates the technical preparation of Project Initiation Documents, Project Reports, Plans, Specifications and Estimates (PS&E), and Design Exceptions for transportation projects. Assigns and reviews the work of others to prepare project plans and documents. The incumbent is in responsible charge of all such work as it relates to the project design and is responsible to ensure that a high quality product is prepared.

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20%	E	Assists the Design Senior in coordination of project activities with other Caltrans functions and contacts/ inquiries from the general public, other agencies, and consultants. Assists the Design Senior with tracking project schedules and costs.
10%	E	Evaluates alternative design solutions for transportation projects to balance environmental considerations, transportation benefit, project cost, and recommends an effective course of action to the Design Senior. Ensures adequate communication with field maintenance staff regarding project scope and schedule on all assigned projects
10%	E	Attends training courses and provides formal and informal training. Participates in internal and external teams and committees. Conducts and coordinates plan safety reviews and field safety reviews for the District.
10%	E	Assists the Design Senior in identifying training needs and completing training plans for assigned staff. Provides input to the Design Senior on the performance of staff for performance appraisals, development plans, merit salary adjustments, disciplinary action, and reviewing time reporting sheets. Provides a communication link between the Design Senior and assigned staff.
5%	M	Assists the Design Senior with document reviews which may include encroachment permit applications, environmental documents, planning/ programming documents, traffic studies, tentative maps, and documents from public agencies as they relate to existing and future Caltrans facilities. Prepares comments to public agencies for reviews.
5%	M	Uses, instructs and directs the application of computer hardware and software, including personal computers and computer-aided design drafting (CADD) systems to prepare plans and documents.

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

Incumbent has no direct supervision of others. When staff is assigned, the incumbent acts as a Lead person to Associate Transportation Engineers, Transportation Engineers (Civil) Range A-D, Transportation and Junior Engineering Technicians (TET and JET), Volunteers, and Student Assistants. Assigns and reviews progress on specific project related. Provides input to the Design Senior on the performance of staff for performance appraisals, development plans, merit salary adjustments, disciplinary actions, and time reporting sheets.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Due to the complexity of transportation facilities, a thorough knowledge of project development procedures, standards, policies and practices is essential. Each project is unique and requires considerable analytical ability. Projects may involve geometrics, traffic operations, hydraulics, geotechnical, environmental, construction, maintenance, planning, budget, and safety-related issues. General analysis of these and other project related aspects are required. Effective verbal and written communication skills are also essential. A broad background in the Caltrans project functions including: right of way, environmental, planning, construction, maintenance, and operations is desirable. The ability to track project schedules and costs is also needed. The incumbent should have a good understanding of personal computer and CADD applications, including such as Microsoft Word, Excel, PowerPoint, Microstation, Civil3D, BEES, and AASHTOWare Project Preconstruction. Each project is unique and requires considerable analytical ability. Projects may involve geometrics, traffic operations, hydraulics, geotechnical, environmental, construction, maintenance, planning, budget, and safety related issues. General analysis of these and other project-related aspects is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is expected to produce quality work. All work is expected to be neat, accurate and delivered within the time frame specifies.

For a Range D position only, the incumbent must be a Registered Civil Engineer by the State of California and is in responsible charge of the assigned work. Being in responsible charge, the incumbent will use their Professional Engineer stamp to sign Project Initiation Reports, Project Reports, and Plans, Specifications, and Estimates, and other project documents as needed. On occasion, the incumbent may be assigned to assist another Project Engineer on a portion of a specific project but retain Lead person responsibilities. The incumbent's decisions made during the project development process will have a direct impact on the quality of the final transportation facility and the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent assists the Design Senior with the preparation of correspondence and inquiries from the public. Coordination with other District Divisions is required on a regular basis. Preparation of project information for outside agencies, citizens groups, and the public is required. Contacts may be made with people representing other districts, departments, outside agencies, consultants, and the public through formal/informal meetings, presentations, and written correspondence.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The work environment includes office work, field trips, including visits to construction sites, and meetings at field offices and offices of outside agencies. Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may be required to move large or cumbersome plans and documents from one location to another. The Project Engineer is responsible for adhering to the time constraints of the project schedule while maintaining project scope and quality. They may be required to speak in front of large groups.

WORK ENVIRONMENT

While at their base of operations, incumbent may be required to sit for long periods of time using the keyboard and video display terminal. Employees will also periodically be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, or temperature extremes.

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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