

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 9/Traffic Operations/Encroachment Permits
WORKING TITLE Permit Engineer	POSITION NUMBER 909-351-3135-917
	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 supervision of the District Permit Engineer (Senior Transportation Engineer), the Permit Engineer (Transportation Engineer (Civil)) is responsible for processing, issuance, inspection and closure of encroachment permits. The incumbent is the primary contact for developers, private property owners, utility owner, public agencies and other parties interested in obtaining an encroachment permit. The Permit Engineer is responsible for screening, reviewing, and tracking encroachment permit applications, coordinating reviews with other functional offices, writing conditions and specifications for encroachment permits, ensuring that permits are issued or denied within the established time requirements and overseeing field activities and construction. The Permit Engineer keeps appropriate records documenting completed work to ensure accurate billing and history, and performs duties as needed to protect the safety and integrity of the highway system. Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence - Engagement, Equity, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **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, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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35%	E	Process Encroachment Permit Application Packages (EPAP) in accordance with established time lines. Conduct screening of EPAP. Determine acceptance or rejection based on compliance with State and Federal laws, Caltrans standards, policies, and guidelines, checklists, completeness of all application forms, plans, and applicable supporting documents. Schedule and conduct a pre-application submittal conference for high-impact proposals, conduct reviews of EPAPs and coordinate reviews with other functional units. Assess potential impacts of proposals on the transportation system. Use computer applications and databases to monitor and manage the progress of each EPAP per the Encroachment Permit Manual (EPM). Estimate permit costs for review, inspection, field work, deposit, insurance, bonds, etc. Collect payment for permits and arrange for the Accounting Department to collect, bill, or refund for permit costs. Coordinate closure of expired/completed permits including, but not limited to, verifying construction, final as-built plans, progress billing, final billing, and preparing files for archiving.
30%	E	Prepare correspondence with application review comments requesting design changes, additional information, and/or documentation required to complete processing of the EPAP. Respond to applicants and other functions in a timely manner in person, by telephone, by email, and/or by letter. Coordinate and/or participate in pre-construction meetings for encroachment permit projects. Periodically conduct field reviews to verify permit work is constructed in accordance with the plans, specifications, and encroachment permit provisions.
15%	E	Understand and implement best construction practices in the field to address Caltrans primary goal of Public safety and conveniences. Identify routine, critical and essential inspection aspects of a project and perform accordingly to ensure quality of work. Coordinate with the Applicant/Contractor prior to requesting other Caltrans' functions for field activities that impact motorists. Conduct site review, pre-construction meetings and field inspections. Ensure lane closure requests are followed by either canceling or by opening after the event. Coordinate with DPE and office staff by attending meetings, clarifying issues, and maintaining records in EPMS or CEPS as required. Inspect the construction of all types of Encroachment Permits for ADA compliance and other standards. Ensure permit construction activities comply with established Storm Water policies. Submit Lane Closure System (LCS) requests to the District Traffic Manager(DTM) as needed and forward approval/denial information from the DTM to the LCS requestor.
5%	E	Provide stormwater review and coordination during application review and during construction of encroachment permit projects. Consult with District 9 Stormwater Coordinator as needed. Periodically conduct field reviews to verify permit work is constructed in accordance with the plans, specifications, and encroachment permit provisions.
5%	E	Perform permit searches of archived encroachment permit projects to provide historical permit information to other programs, such as Project Delivery, to assist in identifying potential encroachment/utility conflicts with proposed projects. Respond to California Public Records Act requests at the direction of DPE.
5%	M	Assist the Filming Permits Office in the review and approval of film permit applications. Provides filming permit information to the district dispatch center and appropriate Maintenance Supervisors.
5%	M	Assists Maintenance in the identification of unauthorized encroachments. Evaluates unauthorized encroachments for possible issuance of a permit.

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

None. May act as lead person for the office and field staff in the absence of the Senior Transportation Engineer. May guide and direct Student Assistants/Volunteers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- A basic understanding of the entire encroachment permit process.
- Broad knowledge of highway design, traffic engineering, construction, maintenance, planning, contract administration and department policies and procedures.
- Ability to effectively communicate with other professionals, permittees, contractors and the general public verbally and with written correspondence that is concise and clear using correct grammar, spelling, punctuation and structure.
- Good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its customers and partners.
- Ability to understand and operate computer systems as well as to learn and adapt to new hardware and software.
- Knowledge of major computer software and databases used by Caltrans such as: Word, Excel, Access, Outlook, Adobe Acrobat, the Lane Closure System (LCS), the Encroachment Permit Management System (EPMS) and the Caltrans Encroachment Permit System (CEPS).

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- Ability to analyze situations and assure proper solutions.
 - Ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks.
 - Ability to work under pressure.
 - Analytical skills to process data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.
 - Ability to provide guidance and quality customer service to Department staff and management, as well as to the public and external partners.
 - Ability to travel if needed. This position may require occasional overnight travel to review or manage projects in the far reaches of the District. Travel may be required out of the district for training or to represent the branch at various meetings.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be responsible for assuring proper and timely processing of encroachment permits. Poor judgment or decisions could affect office performance, result in loss of time and funds, and result in substandard construction within the State's right of way. Poorly coordinated work including traffic control may jeopardize the safety of the traveling public, contractors and Caltrans' employees. Failure to act properly could have an adverse effect on Caltrans' reputation and credibility. All computer users have a responsibility to use Caltrans' computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible termination and civil and/or criminal liability.

PUBLIC AND INTERNAL CONTACTS

The incumbent will generally be the first person contacted from potential permittees about new encroachment permit projects. Frequent contact regarding encroachment permit work with internal partners including other functions, District management and Headquarters staff, and external parties including the general public, developers, utility owners, contractors, private and public sector engineers, and stakeholders. The incumbent will coordinate and attend preliminary, pre-construction and other meeting necessary during the encroachment permit process.

May occasionally represent Caltrans in meetings with other agencies or the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- May be required to sit or stand for long periods of time using a personal computer and travel to attend meetings both day and evening.
 - May be required to move large or heavy files, displays, and equipment from one location to another.
 - Ability to develop and maintain cooperative working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude.
 - Ability to focus and concentrate for long periods of time to review material, problem solve, and reason.
 - Ability to quickly grasp new information and comprehend technical policy and procedural documents.
 - Ability to manage multiple tasks, adapt to changes in priorities and complete tasks with or projects with short notice and within established time frames.
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WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting at 500 South Main Street, Bishop, California. Employee may also be required to travel and occasionally conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. Occasional overtime, travel, and overnight stays will be required.

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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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