

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D03 / DIVISION OF TRAFFIC OPERATIONS / ENC PERMITS	
WORKING TITLE ENCROACHMENT PERMIT WRITER	POSITION NUMBER 903-350-3135-XXX	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general supervision of District Permit Engineer (OPE), the Transportation Engineer-Civil is responsible for working independently and in coordination with other functions (Design, Traffic, Structure, R/W, etc.) in managing Encroachment Permit (EP) projects on the State Highway System (SHS). Managing highway encroachment projects include pre-screening, screening, and processing applications, coordinating reviews of project for compliance, issuing or denying permits, and overseeing the field activities. District EP offices' objectives are to protect, maintain, and enhance the quality of the State Highway System during and after permitted work, ensure the safety of both the highway users and the permit applicants, ensure the proposed encroachment is compatible with primary uses of the State Highway System, protect the State's investment in the highway infrastructure and document temporary uses of the state highway right-of-way. Field inspections may be required as needed.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety - Collaboration, Integrity, People First, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Equity, 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, Employee Excellence - 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, Employee Excellence - Collaboration, Equity, Innovation, Stewardship)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Collaboration, Equity, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Collaboration, Equity, Integrity, Stewardship)
- **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. (Equity, Employee Excellence - Collaboration, Equity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Equity, Employee Excellence - Collaboration, Innovation, Pride)

TYPICAL DUTIES:

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

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30%	E	Prior to accepting an encroachment permit application, incumbent must understand and implement the timeline for processing Encroachment Permit Application Package (EPAP). Conduct screening of every EPAP. Determine acceptance or rejection based on compliance with the State and Federal laws, Caltrans standards, policies, and guidelines, Checklists, completeness of all Application forms, Plans, and applicable supporting documents. Check design and engineering calculations, to coordinate with other functions to ensure properly designed and constructed in accordance with sound engineering practices and principles. Analyze Permittee's intent and assess potential impact of all proposals to existing facilities and the public. Periodically conduct field review to verify any of the above factors. Schedule and conduct a Pre-EPAP-submittal-conference for every high-impact EPAP.
30%	E	After the EPAP has been accepted, process the EPAP by using electronic database(s) and computer applications producing EPAP reviews from functions per Encroachment Permit Manual (EPM). Compile resolved functional review comments, communicate with the Applicant for list of additional information and/or document(s) required to process the EPAP. Respond to the Applicant and other functions in a timely manner in person, by telephone/email/letter. Provide initial storm water review and in accordance with Caltrans policies and procedures. Consult with District Stormwater Coordinator. Coordinate administrative tasks as part of this process to close the permits electronically. Verify and process final as-built plans. Estimate permit costs for review, inspection, field work, deposit, insurance, bonds, etc. Collect initial deposit, progressive, and final billings in a timely manner. Collect payment for permit or arrange for the Accounting Department to collect and/or bill for permit costs. Document all the above mentioned work using Encroachment Permit Management System (EPMS). Respond to California Public Records Act (CPRA) requests at the direction of DPE.
20%	E	The incumbent tracks, monitors, evaluates, and improves through above mentioned Project and Service Portfolio to manage assigned duties; Publishes a weekly report of performance for Supervisor's review. Assists Supervisor on a rotation basis to compile all the reports monthly for Deputy District Director of Traffic Operations. Attend safety meetings, staff meetings, and enroll in appropriate training regularly.
10%	E	Coordination with District Management and HQ as needed. Represent Caltrans in meetings with other agencies or the public. Attend meetings and report, recommend and/or provide documents as applicable to DPE for closing the communication loop. Serve on teams composed of District and Headquarters staff and assist in the re-evaluation of existing permit policies and procedures and the creation of new ones to ensure best engineering practices are established and followed.
5%	M	Prepares correspondence, issue papers, and reports. Provide assistance and back-up to other staff in the office. Perform other duties as assigned.
5%	M	Maintain a Project and Service Portfolio on a monthly basis to monitor workload and establish priorities. Develop, maintain and update a desk manual that helps train new employees and serves as a reference tool for team members.

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 staff in the absence of Senior Transportation Engineer. May guide and direct Student Assistants/Nolunteers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

1. Must have a working knowledge of the District's operations, programs, and practices, as well as the laws and regulations of the State, Federal, and local agencies concerning land use and development impacts.
2. Must be able to analyze proposals made by others and identify possible impacts and proposals to reduce the impacts toward acceptable levels.
3. Must have knowledge and some experience in highway design, drainage traffic operations, construction and maintenance practices.
4. Knowledge of transportation engineering and construction principles and procedures and the ability to collect and analyze data accurately.
5. Knowledge of Tort Liability concerns and issues as they relate to documentation for approving third-party work in the State Right-of-Way.
6. Knowledge of quality management principles as they relate to internal and external customer service issues.
7. Knowledge of State's Storm Water Quality requirements. Knowledge of State's American's With Disabilities Act (ADA) requirements.
8. Knowledge of Lane Closure System (LCS), Traffic Management Center (TMC) operations, Roles and responsibilities of District Traffic Manager (DTM), Templates of Maintenance, Landscape, Freeway and other agreements, Cooperative agreements, and

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other related documents.

9. Knowledge of all phases of Caltrans project, roles of various functions, regular evaluation of performance measurements, target goals and how processing Encroachment Permits in all phases and for all offices affect their performance targets.

ABILITY

1. To communicate technical data and non-technical information both verbally and in writing to technical and non-technical customers.
2. To apply knowledge to determine an effective course of action based on known engineering standards, principles and practices to evaluate effectiveness and potential negative impact of third-party projects in State Right-of-Way.
3. To communicate effectively, both verbally and in writing, and proficiently use MS Word, Access database, Excel and Computer Aided Drafting (CAD) programs, EPMS, LCS, and other frequently used applications by the office.
4. To maintain cooperative working relationships when solving problems and rely on a multi-disciplined approach for product delivery. Work cooperatively in a team environment.
5. Prepare accurate and timely reports.
6. Interpret drawings, plans and specifications.
7. To evaluate, prioritize and schedule workload to ensure timely completion and best customer service.
8. Develop and apply software tools to effectively organize, prioritize, and track information, projects, assignments and work progress.

ANALYTICAL

1. To analyze detailed engineering plans to ensure that the proposed highway-related improvements are compatible with existing and ultimate (future) conditions and make sound decisions.
2. To analyze problems specifically involving highway geometrics including vertical and horizontal controls, stopping and passing sight distance, proper super-elevation rates, traffic controls, etc.
3. To analyze at screening phase when EPAP is received by email, U.S. Mail or in-person using available checklists, EPM requirements to accept or reject within the timeline.
4. To identify certain EPAPs as high-impact to process differently.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Transportation Engineer is responsible for independent action and initiative in carrying out the duties related to analysis, the project development process, and maintenance practices. Based on engineering experience and expertise, the incumbent must be able to provide accurate and thorough recommendations on various engineering documents, reports, policies, manuals and publications.

Failure to carry out these responsibilities could result in:

- Inconsistent policies, practices and decisions in the development and operation of transportation facilities
- Extensive project delays or program failure
- Litigation that could delay and/or add substantial cost to essential projects or programs
- Loss of public confidence in Caltrans as a responsible public agency and first rated engineering organization

PUBLIC AND INTERNAL CONTACTS

In the course of daily contact, the incumbent is expected to treat everyone with courtesy, dignity, and respect; develop and maintain position working relationships, present a positive, helpful attitude and be responsive to assignments, deadlines, inquires, phone calls emails, etc.

1. Implements the best mode of communication system (oral/written, Phone/Email/U.S. Mail) with applicants, property owners, utility owners, local agencies, contractors, developers, other functions, headquarters, and other involved stakeholders to discuss conditions or requirements of Caltrans and provide best resolution.
2. The incumbent will attend related meetings and report, recommend and/or provide documents as applicable to OPE for closing the communication loop.
3. The incumbent has frequent verbal and written contact with all levels of staff.
4. The incumbent will maintain need-basis contact with applicants.
5. The incumbent may have periodic contact with other state and federal agencies, and public and private industry representatives. May occasionally represent Caltrans in meetings with other agencies or the public.
6. The incumbent may occasionally interact with management, deliver presentations and represent the branch at meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to grasp the information and master new technology and improvements in transportation, construction, stormwater treatment, or water quality monitoring.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain

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focus, and intensity yet remain optimistic and persistent, even under adversity. Must formulate effective strategies consistent with the policies and procedures.

Must be capable of translating between engineering, transportation, planning and environmental terminology and common language. Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams.

The incumbent must be open to change and new information, adapts behavior and work methods in response to new informations, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and individual differences in the workforce.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor, to read, review or prepare documents. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

The incumbent must be willing to travel throughout the District and project sites. While traveling, the incumbent must be capable of lifting and carrying their own luggage, computer equipment, or other materials weighing over 10 pounds.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The office may or may not have any windows to outside. Due to problems with the heating and air conditioning, the building temperature may fluctuate. Employees may also be required to travel and work outdoors while conducting field reviews or inspections. There may be exposure to dirt, noise, uneven surfaces and/or extreme head and/or cold. They may be required to put on personal proactive equipment.

Overtime may be required, and vacations may be restricted during peak times based on workload and operational needs of the office.

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