

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Design/Office of Design A,B & C	
WORKING TITLE Project Engineer	POSITION NUMBER 907-201-3135-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 direction of a Senior Transportation Engineer, the Transportation Engineer (Civil) will be responsible for designing transportation improvement projects. The incumbent will prepare and review reports, plans, specifications, and estimates, ensuring that projects are delivered within scope, budget, schedule, and resource constraints. May serve as a team leader or work independently on assigned projects.

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. (Prosperity - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Equity)
- **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. (Equity - Equity)
- **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. (Employee Excellence - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Innovation)
- **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. (Employee Excellence - Equity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Collaboration)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Prepare technical studies, Project Initiation Document (PID), Project Reports (PR), Design Standard Decision Documents, Plans, Specifications and Estimates (PS&E), and provide construction support for transportation improvement projects. Coordinate internally and externally and complete project deliverables in accordance with applicable guidelines, standards, policies and practices. Prepare technical studies, Project Initiation Documents (PIDs), Project Reports (PRs), Design Standard Decision Documents, Plans, Specifications, and Estimates (PS&E), and provide construction support for transportation improvement projects. Coordinate both internally and externally to ensure project deliverables are completed in accordance with applicable guidelines, standards, policies, and practices.

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35%	E	Perform roadway design using engineering calculations and computer applications necessary to determine vertical and horizontal alignments, super-elevation, cross sections, and other geometric elements. Develop details for miscellaneous highway appurtenances, including drainage, traffic, and structural items. Calculate item quantities and prepare cost estimates.
20%	E	Review and provide feedback on information and recommendations from other functional units. Determine and analyze engineering requirements, environmental impacts, right-of-way impacts, economic factors and other issues. Prepare memos and correspondence for the department.
10%	M	Provide Quality Control/Quality Assurance (QC/QA) and Independent Quality Assurance (IQA) on technical studies, PIDs, PRs and PS&Es produced by other Caltrans units, as well as, by others (local agencies and their consultants for locally funded projects) on the State highway system. Provide assistance in ensuring that the local projects are completed in accordance with applicable standards, policies and practices. Provide QC/QA and IQA on technical studies, PIDs, PRs, and PS&Es produced by other Caltrans units, as well as local agencies and their consultants for locally funded projects on the State highway system. Assist in ensuring that local projects are completed in accordance with applicable standards, policies, and practices.

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

The Transportation Engineer (Civil) Ranges A, B, and C, will not exercise supervision over staff. The Transportation Engineer (Civil) Range D will act as a Lead-Worker and Project Engineer.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to:

Follow design standards and project development procedures by applying information from published manuals, memorandums, and other references.

Use computer-aided design and drafting software.

Exercise good judgment in analyzing transportation performance in terms of safety, service, and cost-effectiveness.

Prepare comprehensive reports, participate in field reviews, and present ideas effectively, both orally and in writing.

Work effectively with others as an interdisciplinary team member and maintain positive relations with both internal and external stakeholders.

Conduct transportation studies, analyze problems, develop appropriate solutions, and recommend effective courses of action.

Acquire new software skills as needed to perform duties more efficiently.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or poor decisions may affect public safety or result in liability for the department. Incomplete work may have negative impacts on the project budget or schedule. Interactions typically involve obtaining or transmitting information related to ongoing projects.

PUBLIC AND INTERNAL CONTACTS

The Transportation Engineer (Civil) will be required to interact with (1) District and Headquarters functional unit, (2) State, Federal, and local agencies, (3) Consultants, and (4) Stakeholders. Such interactions will usually consist of obtaining or transmitting information related to projects in progress.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to:

- Sit for long periods of time performing desk work or operation of a computer.

- Handle multiple tasks, strict deadlines, new situations, and unexpected obstacles.

- Maintain cooperative working relationships and resolve conflicts in a reasonable manner.

WORK ENVIRONMENT

The Transportation Engineer (Civil) will work in a climate-controlled office under artificial lighting but on occasion will travel to off site meetings or project sites. Visits to project sites may involve exposure to traffic, dirt, noise, uneven surfaces, and extreme heat or cold.

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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.)

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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