

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 9 - Engineering - Branch - various	
WORKING TITLE Transportation Engineer	POSITION NUMBER 909-200-3135-911	REVISION DATE 02/07/2025

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

GENERAL STATEMENT:

Under the direction and supervision of a Senior Transportation Engineer, the Transportation Engineer performs activities requiring extensive civil engineering knowledge and skills for the preparation of plans, specifications, estimates, design drawings, written documents, presentations, construction inspection, materials testing, contract administration, and other related work for transportation 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (Employee Excellence - 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. (Safety - Integrity, People First)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - Integrity, People First, Pride)
- **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. (Employee Excellence - Collaboration, People First)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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50%	E	When working in Design, duties include the development, coordination, and review of engineering reports, plans, estimates, and specifications for highway, freeway, and transportation facility projects. Incumbent may also review and produce projects involving layouts, profiles, typical sections, title sheets, super elevation diagrams, drainage, construction details, grading, utilities, traffic striping, stage construction, detours, and quantity summaries. The work is accomplished individually and in concert with others using Caltrans Design computer applications. Develop, review, and recommend alternatives for transportation projects or problems by using engineering knowledge and skills, and applying the appropriate design standards and guidelines. Prepare technical project initiation, written reports and other documents such as Project Initiation Reports (PIR), Project Scope Summary Reports (PSSR), Project Reports (PR), design decision documents, memorandums, hydraulic reports, and letters. Research information relating to the project assignment through various records such as appraisal maps, as-built drawings, photo log and various reports.
		OR:
		When working in Construction, the incumbent will advise and oversee contractors' construction activity to ensure compliance with the project plans and specifications. Work includes, but is not limited to, negotiating and preparing contract change orders, contract estimates, and various documents and reports involved in the construction of engineering projects. Review plans, prepare cost estimates and agreements, determines costs and coordinates relocation of utility facilities. Make field investigations and laboratory analysis of materials being used on construction projects; perform tests on construction materials to determine their compliance with the applicable standard specifications. Perform compliance inspections of Hot Mix Asphalt (HMA) Plants and Portland Cement Concrete (PCC) plants during construction projects ensuring compliance with plans and specifications of the construction project. Make controlled tests and check performance of materials; analyze and approve or assist in analyzing and approving materials incorporated in nonstandard major structures; evaluate or assist documenting information used for the resolution of claims being brought against the State by the contractor. Assignments can be anywhere in District 9 (Inyo, Mono, and eastern Kern Counties).
		AND:
20%	E	Coordinate with other departments such as Environmental, Right of Way, Surveys, Design, Maintenance, Planning and Construction to obtain critical items necessary for implementation of the project. These items include environmental documents, permits, survey data, right of way acquisition, right of way certification, and contract change orders. Make complex engineering decisions involving designs, materials, and public safety.
10%		Manage a project by using various project management techniques such as monitoring and reporting on the project cost, scope, and milestones/schedules.
10%	E	Attend training courses, provide formal and/or informal training to others, participate in internal and external teams and committees, and attend and participate in meetings such as staff, safety, project, and public meetings.
5%	E	Provide an accurate and timely report of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, daily reports, safety reports, and overtime logs.
5%	M	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, administration of documents, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.

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 does not supervise, but on occasion, could act in a lead worker capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

The incumbent must have the knowledge of basic principles of physics, chemistry, and mathematics as applied to civil engineering; transportation facility planning and design principles. The knowledge of engineering surveying; methods, materials,

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tools, and equipment used in construction and maintenance of transportation facilities and the methods of proportioning and handling PCC and HMA. The handling of asphalt binders and emulsions, testing of materials, computer application to transportation engineering; factors which influence the impact of highways and other transportation facilities on the environment; principles and practices involved in utility relocation.

Ability to:

The incumbent will be required to do mapping and drafting and make neat and accurate computations and engineering notes and prepare reports; prepare designs, plans and specifications for projects and perform basic drafting; inspect construction work and determine if it meets specification requirements; evaluate and implement utility relocation plans; analyze situations accurately and take effective action; prepare basic correspondence and reports; communicate effectively orally and in writing.

Analytical Requirements:

The ability to analyze situations accurately, identify potential conflicts, and adopt an effective course of action; review project schedules and determine appropriate level and timing of review; recognize issues that are significant and implement an effective course of action.

Must have and maintain a valid driver's license required to operate State-owned vehicles during work-related travel.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be required to stand for long periods of time, walk on slopes or uneven terrain, move and transport bags of material samples to Materials Labs. Must be able to transport variety of objects that are less or equal to 40 pounds. Drive to and work at, various locations throughout District 9. When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the work, the incumbent must maintain cooperative working relationships within the working environment. Will be required to understand basic design engineering principles; make accurate engineering calculations, ability to research and compile data and prepare calculations for a variety of routine transportation improvement projects, prepare accurate daily reports and construction records.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to establish and maintain a professional and cooperative relationship with those contacted in the course of the work. Such as with, Headquarters and District functions, contractors and their employees, engineering consultants, and affected public in order to transmit or obtain relevant engineering information. These contacts could be verbal or written, as needed, to perform assignments. Must be able to guide project teams to issue resolution and be able to build consensus within teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to stand for long periods of time, walk on slopes or uneven terrain, move and transport bags of material samples to Materials Labs. Must be able to transport variety of objects that are less or equal to 40 pounds. Drive to and work at, various locations throughout District 9. When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the work, the incumbent must maintain cooperative working relationships within the working environment. Will be required to understand basic design engineering principles; make accurate engineering calculations, ability to research and compile data and prepare calculations for a variety of routine transportation improvement projects, prepare accurate daily reports and construction records.

WORK ENVIRONMENT

When in the field, the incumbent will be required to work at various locations throughout District 9 and must utilize appropriate personal protection equipment (PPE). Incumbent may be required to travel on short term and/or long term expenses. While working in construction individual may be required to live away from their permanent residence during the workweek. Night-work, overtime and/or flexible hours may be required. Will be subject to noise, odors, and dust; extreme weather conditions, uneven surfaces. Incumbent must work with and about a variety of materials, construction and testing equipment. When in the office, either a construction field office or in a design branch, employees will work in a climate-controlled environment; artificial lighting, etc.

This position may be eligible for TELEWORK. The amount of telework is at the discretion of the Department and based on Caltrans's 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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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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