

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 43/Env Analysis/Haz Waste, Air, Noise & Paleo Office	
WORKING TITLE Senior Transportation Engineer	POSITION NUMBER 913-140-3161-034	REVISION DATE 02/06/2025

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

GENERAL STATEMENT:

Under the general direction of the Chief, Hazardous Waste, Air, Noise & Paleontology (HWANP) Office, a Supervising Transportation Engineer, the Senior Transportation Engineer will provide hazardous waste support to District staff related to the delivery of broadband projects, ensure those projects are in compliance with Caltrans Soil Management Agreement for Aerially Deposited Lead-Contaminated Soils (ADL Agreement) with the Department of Toxic Substances Control (DTSC), and serve as a liaison with DTSC on those projects. The incumbent will also coordinate and attend meetings with the Caltrans Broad Band Middle-Mile Network Program, the Encroachments Permit program, and Project Management's Office of Delivery Improvement and Agreements (ODIA) group to support the delivery of broadband projects.

CORE COMPETENCIES:

As a Senior Transportation Engineer, CT, 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. (Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Climate Action - Collaboration, Innovation, Stewardship)
- **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, Prosperity, Employee Excellence - Integrity, Pride, Stewardship)
- **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. (Equity, Prosperity - Collaboration, Equity, Integrity, People First, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, People First, Pride, 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. (Safety, Employee Excellence - Integrity, People First, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Innovation, Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Provide technical consultation to district environmental staff on hazardous material issues related to delivery of broadband middle mile projects. This includes evaluation of requests to acquire contaminated property and participating in Contaminated Property Acquisition Review Team (CPART) meetings associated with delivery of broadband middle mile projects. This also includes 1) identifying and promoting hazardous waste management strategies that will reduce greenhouse gas (GHG) emissions during construction 2) conducting independent quality assurance (IQA) activities for technical reports and draft environmental documents; 3) developing and conducting hazardous waste trainings and coordinating with district staff to ensure hazardous waste issues are adequately addressed during project delivery; and 4) ensuring projects are in compliance with Caltrans Soil Management Agreement for Aerially Deposited Lead-Contaminated Soils (ADL Agreement) with the Department of Toxic Substances Control (DTSC).
20%	E	Develop and approve non-standard hazardous waste specifications related to delivery of broadband middle mile projects.
20%	E	Develop and maintain policy and guidance documents pertaining to hazardous waste investigations for broadband middle mile projects.
15%	E	Coordinate and attend meetings with Caltrans Broadband Middle-Mile Network Program, the Encroachments Permit program, and Project Management's Office of Delivery Improvement and Agreements (ODIA) group to support the delivery of broadband projects. Engage with DTSC to support delivery of broadband middle mile projects.
5%	M	Represent the Division of Environmental Analysis by serving on or leading statewide continuous improvement teams. Provide analysis of proposed legislation and regulations related to hazardous waste issues. Perform special assignments as the need arises.

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

This position does not supervise staff but may act as lead with District and/or Headquarters personnel at various levels in special studies or in conjunction with consultant and university contracts or implementation of training related or environmental engineering matters.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: An in-depth knowledge of Caltrans's Strategic Plan, major activity areas and organization, Departmental policies, and financial constraints. The position requires knowledge of state and federal hazardous waste laws, regulations, and investigative procedures; contract administration, and project development procedures. Must have or be able to quickly learn a working knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to planning, design, construction, operation, and maintenance of transportation facilities.

Abilities: Must possess the ability to take the initiative in problem solving, provide leadership and guidance to others, to plan and conduct environmental engineering studies, and coordinate the work of others engaged in these studies, analyze data, and report the results. The person in this position must be able to prepare reports and correspondence and be capable of effective verbal and written communications with the public, departmental staff, and professional peers; must be able to represent the goals and objectives of the Department in public hearings on hazardous waste, air quality, energy, and noise and vibration matters; must be able to negotiate hazardous waste, air quality, and hazardous waste issues with state and federal regulatory agencies; must be able to judge work quality and performance; and must be able to interpret departmental policy and recommend appropriate action to be taken.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer is responsible for independent action in carrying out the assigned duties. As a technical expert, the incumbent is expected to routinely make final decisions on questions raised either verbally or in memos from the Districts and in providing professional advice and accurate and thorough recommendations on hazardous waste/material issues related to the operation of the Department.

Failure to carry out these responsibilities could result in:

- inconsistent statewide decisions in the development and operation of transportation facilities
- project delays or program failure
- increased liability for hazardous material/waste, air quality, energy, noise and vibration related issues
- unnecessary investigations, data acquisition, and expenditure of funds
- 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-rate engineering organization

PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Engineer must establish and maintain good working relationships with Caltrans' District management

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and District planning and engineering staff; other disciplines in the Division of Environmental Analysis; other Caltrans' Divisions and Programs including the Sustainability Program, Transportation Planning; Traffic Operations, Research, Innovation & System Information (DRISI); Engineering Services (DES), Design, Construction, Maintenance, Right of Way and Land Surveys, Legal and the Administration Program. The incumbent must also establish and maintain good working relationship with under-served communities, external state and federal agencies such as California Department of Toxic Substances Control, U.S. Environmental Protection Agency, and Federal Highway Administration. The incumbent arranges for, attends, participates in, and where appropriate, represents the Department at meetings with interest groups, individuals, consultants, university personnel, professional organizations, and local, regional, state, and federal agencies in regard to hazardous material/waste issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The person in this position must be willing and able to occasionally travel throughout the State to other district offices and project sites. While traveling, the person must be capable of lifting and carrying their own luggage, computer equipment and/or projectors weighing over 10 pounds. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates, and to deal with staff and other agency personnel who may be frustrated and impatient. The incumbent must be able to sit for long periods of time using a keyboard and video display monitor. Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The work environment will include office and occasionally, field environments. The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to meeting facilities, and/or to projects sites. In the field the incumbent may experience all climatic conditions, including sun, wind, rain, snow, ice, or other conditions such as, dust, dirt, construction equipment, traffic, animals, insects, and loud noises. While at their base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered 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.

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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