

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D43/Environmental Analysis/Stormwater Program Development	
WORKING TITLE Senior Transportation Engineer - Stormwater	POSITION NUMBER 913-140-3161-001	REVISION DATE 02/11/2025

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, Office of Stormwater Program Development the incumbent is responsible for developing scope of work for contracts, monitoring contracts, reviewing task orders for accuracy, compliance with stormwater policies, and developing stormwater quality policies and guidance. This position is responsible for monitoring the statewide stormwater budget and reporting progress. The incumbent will respond to inquiries and technical questions about stormwater from the public and outside agencies. S/he will be responsible for identifying issues and using engineering principles to develop recommendations related to stormwater contractual obligations needed to meet the state and federal "Clean Water Act" related permitting in California, and other issues related to project delivery and implementation of statewide National Pollution Discharge Elimination System Permit (NPDES). The incumbent will implement various aspects of the Department's Statewide Permit including but not be limited to: consultant contract management, assistance to the districts, permit assistance, and acting as a liaison to internal and external agencies as needed.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Equity - Collaboration, Integrity, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Collaboration, Stewardship)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Equity - Collaboration, Integrity, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Equity, People First, Stewardship)
- **Negotiation**: Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Equity - Collaboration, Integrity, Stewardship)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Equity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Equity, Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Develop contracts for consultant to assist the Department with its NPDES Permit and implementation of the federal Water Quality Act, the state Porter Cologne Act, the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA). Provide expert guidance regarding the stormwater program and contract procedures so these contracts and the implementation of them will be consistent with the NPDES Permit and the Stormwater Management Plan. Evaluate the stormwater contracting practices. Draft contract scope of work with input from the Contract Manager and others. Generate the required attachments for the contract requests. Negotiate A&E cost proposals and engineering deliverables with consultants, and working closely with Division of Procurement and Contracts to ensure contract problems are avoided or corrected early in the process. Assure that planned work falls within the allowed scope of the Department's A&E stormwater contracts. Coordinate with engineering consultants and academic institutions under contract to the Department. Coordinate involvement with Design, Construction, and Maintenance staff to ensure appropriate inclusion of their functional area concerns in the development of applied studies and monitoring.
35%	E	Write and manage consultant task orders assigned and review all stormwater task orders and task order amendments for the stormwater program prior to signature by the Contract Manager and Chief Environmental Engineer. These documents are checked for accuracy, availability of funds, adherence to program policies, compliance with the contract's scope of work, expenditures, earned value on work completed and engineering deliverables. Coordinate with the Contract Manager, Task Manager and consultant to correct identified problems. Review consultant requests to add staff and sub-consultants to their Cost Proposal and make recommendations to the Contract Manager about the request.
15%	E	Provide expert guidance and direction to Headquarters and district staff in the preparation of A&E task orders with stormwater consultants. Assist in the development of training for district staff in the use of task orders, developing task order templates, and developing guidance documents to assist departmental staff in managing stormwater task orders. Respond to inquiries from the public and other agencies regarding the Departments stormwater program. Participate in stormwater studies and task forces.
10%	M	Assist in managing the Department's stormwater budget by developing budget tools needed to plan fiscal year expenditures base on a cash management system. Monitor the budget expenditures and suggest changes to Stormwater Management. Facilitate the stormwater needs assessment process with initial development to final execution. Provide reports needed to manage the stormwater budget. Provides recommendations for budget cost proposal relating to stormwater.

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 directly supervise others, however, the incumbent may act as the lead with District personnel at various levels for special studies and assignments. May provide direction and/or guidance to subordinate staff, consultants, and research/student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: knowledge of Caltrans organization, department policies, financial constraints and procedures is required. Must have or able to quickly develop a working knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to planning, programming, design, construction, operation and maintenance of transportation facilities, environmental analysis requirements, water quality regulations, and/or research and monitoring methods. Technical knowledge related to public contract law, contract procurement and water quality is required. Must have a thorough understanding of the Stormwater program and contract procedures to ensure stormwater contracts and the implementation of them are consistent with the NPDES permit and the Stormwater Management Program (SWMP) and related Department obligations, The incumbent must have an understanding of stormwater issues as they apply to design, construction and maintenance activities within the department to ensure appropriate inclusion in the development of contracts and task orders needed to meet the Department's stormwater obligations. The work and responsibilities of this position require good understanding of the State and Federal "Clean Water Act" regulations, an understanding of planning, design, construction and maintenance issues related to stormwater quality treatment elements in transportation projects is desired.

Abilities: The incumbent must be able to reason logically and creatively and to exercise good judgment on matters relating to the planning and environmental analysis of transportation facilities, and the development and updating of the Department's stormwater quality procedures. Must have the ability to effectively communicate and coordinate both orally and in written form with management and employees in Headquarters, Districts and personnel outside the organization. Must be able to analyze situations accurately and develop cost-effective strategies for resolving problems. Must demonstrate the ability to undertake and complete difficult and sensitive engineering-studies and negotiations related to the stormwater management program. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships

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with state and federal regulatory agencies. Must effectively contribute to the Departments Equal Employment Opportunity objectives. Must have the ability to effectively use personal computers and the Internet to conduct research; write memos, letters, procedures, guidance, and develop graphs, charts, or other illustrative materials. The incumbent must be able to perform project management and task order-development and management.

Analytical: Must reason logically and creatively using a variety of analytical techniques to obtain solutions, recognize erroneous data and review projects for overall soundness. The incumbent must have the ability to assimilate technical and procedural input from various sources, including the Districts, to evaluate that input, develop alternative courses of action and to make recommendations on all the critical issues affecting the planning and delivery of projects, and maintenance of transportation systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior 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 environmental and project development documents. Failure to carry out these responsibilities could result in:

- Inconsistent statewide decisions in the development, operation and maintenance of storm water elements in transportation facilities
- Additional effort to provide measures to avoid or minimize environmental impacts
- Extensive project delays or program failure
- Unacceptable recommendations forwarded to the California Transportation Commission
- 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 working relationships on a daily basis with Caltrans management and with District planning and engineering staff; and with other disciplines in the Environmental Analysis Division; as well as with staff working in other Headquarters' Divisions or Programs. The incumbent must also establish and maintain a good working relationship with staff of other state and federal agencies, as well as the public. Arranges for, attends, participates in meetings to resolve stormwater issues, revise policy, regulations, and procedures, with local, regional, state, and federal agencies, and consultants in regard to stormwater issues.

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 essence of new information and master new technology and improvements in 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 changed and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must formulate effective strategies consistent with the business and completion related to emerging stormwater treatment technology and develops new insights into situations and applies innovative solutions to improvements.

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 information, 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 state to other District offices 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

The work environment is fast paced, busy 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 District offices or other meeting facilities. While at their base of operation, employees will work in 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's 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

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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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