

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D07/MAINTENANCE/ENGINEERING	
WORKING TITLE REGION ENGINEER/QUALITY REVIEW COORDINATOR-QRC	POSITION NUMBER 907-602-3135-XXX	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 a Senior Transportation Engineer, the incumbent acts as a liaison between the District Maintenance Engineering and the Region. Most of the communication between the two entities is done through the Region Engineer. The incumbent provides assistance to field maintenance staff, makes decisions on field maintenance issues, keeps a log of all maintenance needs, reviews permit applications and internal and external projects at various phases, represents the Maintenance Division in Project Development Team (PDT) meetings, provides background information and supporting documents to Emergency Damage Coordinator during emergency incidents requiring Director's Orders, and other related work.

Under the general direction of a Senior Transportation Engineer, the incumbent acts as the Quality Review Coordinator (QRC). The QRC coordinates with stakeholders including Project Management, Design, Planning, & Right of Way and other functional units to facilitate the review of project documents in the Division of Maintenance. The incumbent is the single focal point of contact for maintenance review request from other Divisions. The incumbent reviews project scope and ensures project reviews are circulated to the appropriate maintenance responsible units. Ensures all project review request and comments are systematically filed, recorded for the Maintenance Division and submitted to the requester.

This position will be headquartered in Los Angeles with frequent travel to Ventura County.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Stewardship)
- **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 - 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 - 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 - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

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

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65%	E	The region engineer assists Field Maintenance staff in responding to inquiries, internal and public. This includes researching As-built plans, right-of-way maps and documents, counties' assessors maps and documents; soliciting information and requesting investigation from other district's functions; meeting with the public (private and government agencies). Provides responses to inquiries from Field staff to help perform maintenance work and keeps a log of maintenance needs within the Region. Represents Maintenance on all district's projects within the Region, this includes: attending Project Development Team (PDT) meetings, providing information, and functional support to District in PIR, PR and PS&E stages. Actively participates in the District's Multi-Disciplinary Damage Assessment Team (MDDAT) during major disaster. Provides scope, plans, quantities, and cost to Major Damage Restoration Coordinator for emergency Director's Orders. Attends pre-construction meetings; provides functional support in the construction phase; conducts Safety and Maintenance reviews, and buy-off on construction projects. Provides Asset Management support for Pavement, Bridge, Culvert, Sign and Lighting, Rehabilitation and Protective Betterment. Reviews Project Initiation Reports (PIR), Project Reports (PR), Agreements, Permits, Right-of-way documents. Conducts Quality Review for ongoing in-house and oversight project Plans, Specifications and Estimates (PS&E) and attends Quality Review (QR) meetings.
30%	E	Performs Quality Review Coordinating work. Performs initial review of project scope to ensure project review requests are circulated to the appropriate maintenance responsible units. Ensures all project review requests and comments are systematically filed, recorded for the Maintenance Division and submitted to the requesters.
5%	M	Performs miscellaneous tasks as operational needs arise and as mandated by the Division of Maintenance

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. However, the incumbent may act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and standards of transportation design and engineering, such as highway design, surveying, traffic analysis including capacity, level of service and safety, engineering economics, and fundamental knowledge of other related disciplines; method, materials, tools and equipment used in construction and maintenance of transportation facilities; methods of corrective and preventive maintenance strategies, structural section materials and drainage systems is essential.

Ability to: Present ideas and information effectively both orally and in writing; prepare comprehensive technical reports on engineering studies and investigations, coordinate and direct special studies involving multi-disciplinary coordination; interpret and analyze design/contract plans, contract special provisions, and technical studies/reports; make engineering decisions during field investigation, inspection and assessment.

The incumbent must have design experience and knowledge of field maintenance issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making average technical and/or engineering decisions which may affect the development and construction of transportation related projects. Improper judgments and errors made by the incumbent could result in unsafe highway conditions, a reduction in the operations of highways or the unnecessary expenditure of limited state resources. Failure could result in a detrimental effect on the Department and the State.

The incumbent is responsible for their actions, decisions, quality of completed work, and use of state time, equipment, and materials. Improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent may have contact with other Caltrans employees and supervisory staff within their district and/or headquarters programs, other local staff, federal agencies, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical - Incumbent may be required to sit for long periods of times using a keyboard and video display terminal, and may be required to move large or cumbersome plans and diagrams from one location to another. The Region Engineer is anticipated to work approximately 50% of the time in the field which will require driving state vehicle on a regular basis.

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Mental - Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks with short notice; ability to organize and prioritize large volumes of varied documents; and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional - Incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems. The position requires to deal tactfully and courteously with public and Caltrans staff under possible adverse conditions. Incumbent must have the ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent. This incumbent must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

While at the base of operation, incumbent works in a climate-controlled office under artificial light. However, the building temperature may fluctuate due to periodic problems with the heating and air conditioning. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

It is anticipated that 50% of assignment will involve field work. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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 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.

This position will be headquartered in Los Angeles with frequent travel to Ventura County.

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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