

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 8 - Design	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 908-201-3135-XXX	REVISION DATE 04/01/2022

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

GENERAL STATEMENT:

Under the supervision the Design Office Chief, a Senior Transportation Engineer, the Transportation Engineer (Civil) performs engineering work of varying complexity involving problem analysis and development of technical reports, plans, specifications, and estimates for the construction of transportation improvements. This technical work requires the use of computer applications, including word-processing, spreadsheet applications, and computer-aided drafting and design (CADD) systems.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - 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. (Equity - 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. (Climate Action - Innovation)
- **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. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Equity)
- **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. (Prosperity - Collaboration)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety - Equity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Designs and acts as a team member in design of roadway alignments, profile grades, geometric and drainage facilities, construction details, construction staging and utilities, including performing necessary engineering calculations.
25%	E	Calculates quantities for engineering estimates and prepares and acts as a team member in preparation of plans and specifications.
20%	E	Prepares technical reports, letters, and memos for development of transportation projects. Reproduces and distributes project-related documents such as memorandums, plans, and reports; updates and maintains project files.

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10%	E	Performs project activities with other functions within Caltrans, consultants, other agencies, and the general public. This includes but is not limited to attending meetings, preparing and presenting information to the public about all types of transportation engineering matters, and conferring with local agencies and department personnel regarding project-related activities.
10%	E	Reviews and prepares documents for encroachment permit applications, construction plan submittals, preliminary engineering studies, consultant-prepared documents, environmental documents, planning documents, traffic studies, tentative maps, and other documents from public agencies as they relate to existing and future Caltrans facilities to ensure compliance with Caltrans' design standards and procedures.
10%	M	Performs preliminary field investigations and surveys including research and retrieval of project background data.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess general knowledge of civil engineering principles. Ability to interpret engineering mapping and plans, make neat and accurate computations and engineering notes, and prepare reports.

Establish and maintain friendly and cooperative relations with those contacted in the course of work. Must be able to communicate effectively (i.e., present thoughts, ideas, and compose various types of correspondence). Must be able to coordinate and work with others within a team environment.

Due to the complexity of transportation facilities, a general knowledge of Caltrans' project development procedures, highway design, standards, policies, and practices is essential. Must possess a broad knowledge of personal computer applications and computer-aided design and drafting systems. Must possess knowledge of methods and processes used in the preparation of engineering design and contract plans and highway design and practices and interpretation of technical data.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making accurate calculations and preparation of plans, specifications and estimates. Decisions made during the project development process will have a direct impact on the quality of the final transportation facility. Errors in judgement or preparation could result in liability to the State, increased project costs and/or delay of project delivery.

PUBLIC AND INTERNAL CONTACTS

Has direct contact with all levels of District staff and some contact with Headquarters staff, private engineers, consultants, contractors and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical:

Employee may be required to sit for long periods of time using a personal computer. When conducting field reviews, may be subjected to loud noises such as heavy traffic. May be required to move plans, which are bulky and heavy.

Mental:

The work requires considerable analytical ability. Employee must possess a sustained mental capacity for analysis, problem-solving reasoning, and report writing.

Emotional:

Must be able to develop and maintain cooperative working relationships and handle stressful and demanding situations in a calm manner.

WORK ENVIRONMENT

While at the base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to occasionally travel and perform field investigations and may be exposed to moving traffic. Employee may be exposed to dust, dirt, noise, uneven surfaces and/or extreme heat or cold. Telework opportunities may be provided.

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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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