

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D3 / Traffic Operations / Encroachment Permits Field	
WORKING TITLE Assistant Encroachment Permits Engineer (BB)	POSITION NUMBER 903-350-3135-XXX	REVISION DATE

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

GENERAL STATEMENT:

Under the direction of the Chief, Office of Encroachment Permits, (a Senior Transportation Engineer), the employee reviews permit applications, coordinates reviews with other internal and external stakeholders, and completes all necessary work associated with the execution and issuance of encroachment permits, inspecting permit work to ensure compliance with traffic control requirements and all applicable regulations, statutes, and standards throughout District 3 in such a manner as to assure compliance with traffic control requirements; all applicable regulations, statutes, and standards; and attends and represents Caltrans at meetings on permit policies, procedures, and requirements. Possession of a valid Drivers License is required when operating a state owned vehicle.

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. (Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Equity, Integrity, 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, Integrity, 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. (Safety - Collaboration, Integrity, 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, Employee Excellence - Collaboration, Innovation, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, 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 - Collaboration, Integrity, Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Equity, Employee Excellence - Collaboration, Integrity)

TYPICAL DUTIES:

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

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25%	E	Analyzes, calculates, reviews, and checks: engineering plans; calculations for trenching and shoring plans; drainage systems; right of way issues; land surveys; or other issues related to ensuring encroachment permits are legal and appropriate.
		Reviews permit applications for their completeness, feasibility, and compliance with applicable standards, policies, and regulations. Processes and drafts permits, including: Contract Special Provisions covering construction operations; quality control and assurance; traffic control; environmental clearances; and such conditions and requirements necessary to protect the traveling public and their interests.
25%	E	Inspects encroachment permit work with regard to traffic control requirements, calculations, engineering plans, shoring plans, vertical and horizontal clearances, vehicle loading, sight distances, turning movements, drainage, right-of-way, road closure status, and land surveys to ensure compliance with all applicable regulations, statutes, and standards.
		Permit work inspection involves, but is not limited to, a number of items or combinations of items such as: road approaches; utility relocations, repairs, or updates; boring and jacking conduits; constructing tunnels, structures, drainage facilities; channelization; signalization; curb, gutter, and sidewalks; retaining structures; sound barrier walls; trench shoring; falsework; traffic control; sight distances; various trenchless technologies; structures work; stormwater compliance; environmental requirements and/or constraints. Drive assigned area on a regular basis. Identify encroachment issues and address appropriately.
15%	E	Communicates with various internal and external stakeholders on issues regarding permit applications using a variety of methods including, but not limited to: email, phone calls, written letters, face-to-face, and/or fax.
10%	E	Either approve or deny Encroachment Permit application within an established timespan that comply with applicable regulations, policies, safety requirements, or acceptable engineering standards.
		Determines permit fees, collects fees, and prepares transmittal of the fees, final accounting, and billing to Headquarters Accounting and the District cashier as appropriate.
10%	E	Attends meetings with the public, other agencies, utility companies, private and public engineers, developers, contractors, and other private and public stakeholders to discuss, advise, and explain permit policies, procedures, safety engineering aspects, inspection, and quality control and assurance requirements. Coordinates and exchanges permit information with Headquarters Permits, Structures, other Departmental functional units, and other Districts, as necessary, throughout the State.
10%	E	Maintain diaries, files, mapping systems, additional paperwork associated with encroachment permits including initiation of permits, administration of permits, and closing of permits. This work involves working closely with other encroachment permit staff, permit applicants, agencies, or other permit stakeholders.
5%	M	As issues arise during the permitting process, alerts and advises the District Claims Branch of those issues that may have possible legal implications. Provides assistance to the District Claims Branch in gathering documents necessary for their use for permit related activities.

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, but may act in a leadworker capacity or on behalf of the District Permit Engineer in his/her absence or as delegated that authority.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of engineering and a familiarity of the internal functional structure of Caltrans and their relationship to external agencies. Must be familiar with the Standard Specifications & Plans, Statutes, Design and Traffic manuals, Encroachment Permits manual, California Public Utility Commission regulations and policies, OSHA requirements and standards, and multiple portions of California State Law including the Vehicle Code and the Streets and Highways Code. Must be able to meet with the public and communicate effectively, must be able to draft written correspondence in a professional, concise, and appropriate manner, and effectively develop Special Provisions for inclusion in Caltrans project contract documents. Requires a through acquaintance with the State Highway System in District 3. A wide and varied knowledge of heavy construction equipment, procedures, methods, and materials quality control and assurance procedures is necessary.

The ability to analyze engineering plans and plan features, such as profiles and grades of utilities, road approaches, drainage, sight distance issues and policies, traffic movements, etc. is required. The ability to analyze the effect an executed permit may

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have in regards to environmental impacts, traffic safety, future effect on highway development, etc. is also essential in order to prepare comprehensive reviews and recommendations. Each permit must be analyzed on its own merit and a determination as to the most beneficial or least detrimental option to the State right-of-way must be determined. Must have the ability to analyze situations and to take effective action.

Current California Civil Engineering Registration is required. Employee shall have a current Driver License.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions or errors in judgment may result in danger to the traveling public (including possible property damage, personal injury, and/or loss of life), damage to State highway facilities, and/or increased costs to the permittee. Errors or erroneous decisions may be detrimental to the Department's public image as well as be the basis for legal action.

PUBLIC AND INTERNAL CONTACTS

The position requires constant and extensive contact with the public as well as myriad governmental agencies including all other functions within the Department. It is necessary that this position maintain a positive working relationship, not only with Departmental or other governmental personnel involved in the permitting process, but also with private and public entities, such as private engineers, development firms, City and County engineers, law enforcement agencies, legislators, or other individuals and entities involved in the permitting process.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements for this position include sitting for long periods of time while using a keyboard and video display terminal(s) and may occasionally require bending, stooping, and/or kneeling.

Mental requirements for this position include the ability to multi-task; adapt to changes in priority and complete tasks or projects with short notice and under severe time constraints; ability to organize and prioritize large volumes of varied documents; and the ability to concentrate and focus in order to review and create documents while conforming to stringent deadlines.

Emotional requirements for this position includes interaction with a variety of people, both internal and external to the Department, in a cooperative and collaborative manner; the ability to resolve emotionally charged issues reasonably and diplomatically; cope effectively with high pressure situations; maintain focus and intensity while remaining optimistic and persistent even when dealing with adversarial situations; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect and courtesy; be open to interesting and varied challenges on a daily basis; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at their base of operations, employee will work in a climate-controlled office under artificial lighting and will be required to sit behind a desk for extended time period. Employee may also be required to travel and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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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