

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D10 Project Development / Engineering Services	
WORKING TITLE Hydraulic Design Branch Chief	POSITION NUMBER 910-207-3161-xxx	REVISION DATE 01/31/2025

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the D10 Engineering Services Office Chief, the incumbent directs the operations of the Hydraulic Engineering Branch. The incumbent is responsible for the completion and delivery of all assigned projects. The incumbent must ensure that the projects meet all technical specifications, standards, and requirements, are completed on schedule and within budget. The incumbent will be responsible for the planning and coordination of all Hydraulic Design functions. The incumbent will negotiate with the various functional units regarding product delivery schedules and resource allocations, when appropriate. The incumbent shall closely monitor and control all tasks to ensure timely delivery.

The position of Senior Transportation Engineer (Civil) requires being a registered Civil Engineer in California.

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. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence - Equity, Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

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

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

35%	E	Directs and supervises engineering staff in the preparation of project Plans, Specifications, and Estimates (PS&E). Recommends approval of hydrology studies, reports, drainage improvement projects, cooperative agreements, flood hazard evaluations, and other hydraulic related reports. Assigns projects/tasks to staff; and negotiates, prepares, and maintains work agreements/plans with Project and Design Managers for establishing the project budget and schedule for design activities. Provides guidance to staff related to the proper use of design standards, policies, procedures and practices to develop a high-quality project.
25%	E	Provides active feedback to employees on performance appraisals, and takes timely action on disciplinary matters. Ensures that all staff are aware of and follow the Districts/Division's Letter of Expectations (LOE), Department Policies, and Directives. Prepares Annual Performance Reviews (APR's) for all employees, and works directly with them on training plans, career development, and equipment needs; as well as fostering a team oriented/innovative work environment that is accountable for their work. Maintains proper and timely project charging practices and accountability for meeting project schedules and budgets. Provides a communication link between staff and Executive Management.
10%	E	Documents drainage conditions and maintains files that relate to legal issues. Works with attorneys on litigation such as claims, condemnation or other legal issues where drainage is a factor. May act as an expert witness in lawsuits against the State.
10%	E	Supervises, reviews and makes recommendations concerning the drainage design work of others. Reviews Encroachment permits, Contract Change Orders, and drainage design work done by private consultants to ensure conformance with Caltrans standards and practices.
10%	E	Make investigations and recommendations on drainage problems arising from design, construction, or maintenance of transportation facilities. Consults with personnel in other units to resolve drainage problems and issues that need Hydraulic Engineer expertise.
5%	M	Makes field reviews of storm damage facilities in need of repair. Provides recommendations on drainage problems encountered to Project Development, Construction, and Maintenance for appropriate course action.
5%	M	Provides input on District training needs and participates in formal and informal training. Participates in internal and external teams, committees, public outreach activities, presentations, and events. Attends meetings such as safety meetings, constructibility review meetings, status of project meetings, and project development meetings. Serves as a liaison with local agencies, Headquarters staff, and the general public. Serves on Statewide committees, District Committees, and Ad Hoc committees with other State agencies. Serves as expert witness.

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

The Senior Transportation Engineer supervises staff responsible for the development of assigned transportation improvement projects. In supervising assigned staff, the incumbent must be able to exercise independent judgment in making management and engineering decisions. The Design Manager is also responsible to provide career development, performance appraisals, and recommendations for merit salary adjustments of staff; and timely action in disciplinary matters.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of engineering design methods, drainage facility design, hydraulic engineering, and soil mechanics. A thorough knowledge of project development procedures, standards, policies, and practices is essential. This position requires knowledge of the ability to understand complicated hydro-logic and hydraulic theory. Qualifications must include knowledge of departmental policies and procedures, project development philosophy and an understanding of environmental, traffic, construction and maintenance concerns. The incumbent should also have a general understanding of personal computer applications including databases such as PRSM, word processing, spreadsheet, and communication software.

Algebra and calculus are occasionally used in this position. Statistics and probability are frequently used to analyze data. This position often must make decisions and offer opinions based on technical, historical, practical, and legal sources or experience.

Must have the ability to analyze situations accurately and take effective action, formulate and delegate reasonable solutions to complex engineering problems, review engineering plans, and be able to prepare clear and concise technical reports. Must have the ability to analyze resource needs in order to complete the assigned projects, and have the ability to evaluate priorities and schedule the workload to ensure timely delivery.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

This position requires the ability to communicate both verbally and in writing to a variety of levels. Written technical reports and speaking to groups of people are a frequent duty.

The majority of time is spent in the office attending meetings, using the telephone, and operating a personal computer. Occasionally this position must inspect facilities in the field, climbing down embankments, crawling into culverts, and negotiating through dense foliage.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer by the State of California and be responsible for decisions related to the proper application of design standards and project development policies. The incumbent provides guidance related to development of projects to ensure that the assigned projects can be delivered on schedule and within budget, while maintaining the quality of the design and accurate charging practices. The consequences of poor decision and actions include but are not limited to the following: non-delivery of required deliverables; commitment of Department resources, short-term and long-term, commitment of measures that may substantially increase the cost of planning, design, maintenance and construction; impediment to District to provide other services and reduction of efforts in other aspects of the entire District program; development of incomplete or erroneous information and reports.

Since incumbent is recognized as the Hydraulics expert, recommendations and designs may be incorporated in many major transportation facilities. An error in judgment might lead to design and construction of a substandard facility, causing future maintenance problems or damage to State or private property.

PUBLIC AND INTERNAL CONTACTS

The incumbent prepares correspondence and responds to inquiries from the public. Coordination with Executive Management and other District Divisions is also required on a regular basis. Contacts may be made with FHWA, other districts, departments, external agencies, consultants, and the public through formal and informal meetings, presentations, and written correspondence. The incumbent in this position represents District 10 in dealings with other public agencies, engineers, and individuals on matters affecting State highway drainage. Within Caltrans, the Hydraulic Engineer acts as liaison with Project Development, Maintenance, Construction, and other branches in the District and Headquarters on drainage related matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meetings.

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- May be subject to and have the ability to handle all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Additional hours may be required, and vacation restricted during peak time.
- Incumbent must have the ability to respond appropriately to difficult situations.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled, "cubicle" office environment under natural and artificial lighting. They will be responsible for keeping the branch work area clean and project files organized for easy access; as well as ensuring that the conduct and noise levels of staff do not adversely affect the work of others. Employees will also periodically be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, or temperature extremes. When field work is involved, they are responsible for ensuring that proper safety precautions are communicated and followed by staff. While performing the duties of this job, the employee may be exposed to moving traffic. One day, overnight stay, or extended travel may be required.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltran's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel 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.)

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

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.