

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Construction 501, District 07	
WORKING TITLE Assistant Construction Stormwater Coordinator (Field Inspector)	POSITION NUMBER 907-501-3135-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 general direction of the Senior Transportation Engineer, the Transportation Engineer (Civil) (TEC), is a member of the District Construction Storm Water Unit. The TEC is responsible for assisting with statewide storm water permit compliance reviews and inspections, coordinating with Construction Engineers (CE) and Resident Engineers (RE) in implementing Best Management Practice (BMP) measures, communicating storm water pollution prevention policies and practices, and providing supplemental training to all construction field staff. The TEC reviews Storm Water Pollution Prevention Plan (SWPPP), and Water Pollution Control Program (WPCP) submittal and provides comments to RE. The TEC performs quality review of contract documents and provides recommendations for changes and/or corrections to ensure compliance with Caltrans Standards, Caltrans National Pollutant Discharge Elimination System (NPDES) Permit, Statewide Construction General Permit (CGP), and other resource agency requirements. The TEC conducts job site storm water compliance inspections for proper implementation of BMPs. The TEC will assist the CEs and REs on construction storm water compliance issues pertaining to construction SWPPP/WPCP. The TEC is responsible for data tracking of documents and inspection logs.

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

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

55%	E	Conducts Storm Water Compliance inspections on the on-going construction projects, and recommends effective and corrective measures to construction field staff. The TEC will assist the CEs and REs on storm water compliance issues pertaining to construction SWPPP/WPCP documents. The TEC coordinates with CE and RE in implementing BMP measures, communicating storm water pollution prevention policies and practices, and providing supplemental training to construction field staff. The TEC is responsible for data tracking of documents and inspection logs. Assists construction field staff with the electronic submittal of Notice of Intent (NOI), Change of Information (COI), and Notice of Termination (NOT) through state waterboard's Storm Water Multiple Application and Tracking System (SMARTS).
35%	E	The TEC performs review of Project Reports, Plans, Specifications, Estimates, Storm Water Data Reports (SWDR) and provides recommendations to ensure compliance with Caltrans Standards, Caltrans NPDES Permit, CGP, and other resource agency requirements. Assists CEs and REs in the review and approval of the Contractor's SWPPP and WPCP documents. Provides recommendations on the type of BMP measures that can be implemented to correct deficiencies that occur during construction. Attends per-construction meetings to provide SWPPP/WPCP submittal information and to address questions by the Contractors or REs. Coordinates with the REs to assist Independent Quality Assurance (IQA) reviewers with the Construction Compliance Evaluation Plan (CCEP) inspections. Follows up on the review report prepared by IQA reviewers and coordinates with REs to ensure corrective action reports are submitted to District and Headquarter in a timely manner. Provides input to REs regarding Contract Change Orders related to storm water pollution control issues.
5%	M	Reviews task orders and technical studies published by the District and HQ. Reviews Certificates of Environmental Compliance (CEC) for contract acceptance. Assists the REs in preparing responses to Notice of Violations (NOV) and other actions by the Regional Waterboard and other regulatory agencies.
5%	M	Assists Senior Transportation Engineer of Construction Storm Water Unit with continuous improvement of reports, training materials, database management, and internal and external communications. Assists in providing construction resources with new and updated material for the Division's web page.

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 supervise other employees. Position may be called upon to perform other duties assigned by supervisor, such as; provide guidance, training and assist newly and less experienced employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge and experience of Caltrans storm water pollution prevention policies and preparation manuals.
- Knowledge of project documents to include but not limited to the Caltrans Standard Plans and Standard Specifications, Construction Manual, Caltrans' Code of Safe Practices.
- Knowledge of the basic principles, properties, and uses of engineering construction materials, construction methods and equipment.
- Ability to read and interpret Project Plans and WPCP/SWPPP submittal and evaluate construction site WPCP/SWPPP implementation with the ability to recognize effectiveness and/or deficiencies of the field implementation of storm water pollution prevention measures as they arise and develop workable and effective solutions to recommend effective corrective measures.
- Ability to communicate effectively, both written and verbal, and to establish and maintain professional and cooperative relations with those contacted in the course of work using good verbal and written communication skills, as well as team building and technical skills.
- Ability to operate office equipment (i.e.: computers, mobile phone, copy machines) and act independently in carrying out all responsibilities and assignments.
- Ability to safely operate and drive a State vehicle to and from project site.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and failure to incorporate appropriate standards, requirements and policies into work product may result in expensive waste of time and materials, cause additional work and project delays, could result in excessive construction contract claims, and could result in environmental damage and fines or penalties by Resource Agencies.

Failure to deliver on time may result in missed deadlines and subsequent non-delivery of the Transportation Program in the time and manner prescribed by the controlling Agencies.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper 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

Incumbent must be able to communicate effectively with Departmental staff, Resident Engineer Construction Field Staff, Local

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Municipalities, Private Agencies, Private and Departmental Engineering Consultants, Contractor personnel, and members of the public regarding in order to provide information related to Storm Water implementation and other storm water related contract administrative.

This position requires continuous contact with Caltrans personnel, contractors, engineering consultants, field inspectors, Resident Engineers, Structure Representatives, Construction Engineers, materials laboratory, and the Federal Highways Administration Area Engineer, local agencies, elected officials, as well as the general public. These contacts may be verbal and/or written, as necessary. The incumbent must establish and maintain a professional and cooperative relations with those contacted in the course of the work.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work outdoors in cold and hot weather. Must possess the ability to work on uneven ground, climb, lift, carry, bend, squat, kneel, crouch, reach, pull push, grasp, sit, stoop, crawl, and repetitive use of extremities. Must be able to transport variety of objects that are less or equal to 40 pounds. Ability to work indoors under artificial light. May be required to sit or stand for long periods of time.

Must be able to organize and prioritize. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete task or projects with short notice. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Use of computers and various other office equipment required. May be required to perform temporary rotation assignment based on workload needs and could take place anywhere in the Central Region.

The employee must be able to understand and follow instruction provided, both oral and written, analyze plans and specifications accurately and take effective action. The employee must have the ability to get certified in water quality tests.

Mental: Must be able to sustain mental activity to write reports, resolve politically sensitive problems, manage diverse field issues, deal with complex problems, perform audit of hours worked, identify equipment/supplies used, problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action.

Emotional: Must be able to maintain emotional control during conflicts with contractor and/or coworkers. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting at their base of operations. Employee is required to travel, work in a mobile site (e.g.: vehicle, construction field trailer, out doors), walk on uneven surfaces, walk up and down embankment slopes, and to be exposed to dirt, dust, noise, and/or extreme heat or cold.

Workload may subject incumbent to night work, frequent changes in work shift, frequent changes of work hours and workdays, and geographic transfer within 25 miles of incumbent home. Vacations may be restricted during peak times. Overtime may be required.

Incumbent will be required to carry cell phone during duty hours and provide after hours contact information to his/her supervisors for purposes of emergency response as it relates to his/her construction projects. Incumbent may be called back to the worksite after he/she has completed his/her normal work shift, and/or may be required to remain at the worksite or at home and return to the work site on short notice.

Outdoors activity includes exposure to moving traffic, working on uneven terrain, adjacent to heavy equipment, chemicals, lab conditions, gas, fumes, high decibels of noise, dust, humidity, and weather conditions of extreme heat and/or cold. Night work requires ability to work with artificial lighting. Ability to maintain alertness to the environment is critical.

Personal Protective Equipment (PPE) will be provided by the Department and must be used when/where required (e.g.: hard-hat, safety glasses, and safety vest, hearing protection devices, gloves, respirator, etc.) Work boots, in good sturdy condition, must be worn to provide foot and ankle support and protection when working on a project site.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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
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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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