

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 10 Environmental	
WORKING TITLE National Pollutant Discharge Elimination System Coordinator	POSITION NUMBER 910-156-3135-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 supervision of and as delegated by the Senior Transportation Engineer, the incumbent serves as the District National Pollutant Discharge Elimination System (NPDES) Coordinator, representing an assigned District in daily activities with the Central Valley and Lahontan Regional Water Quality Control Boards for regulatory issues. This position is part of a District setting so the incumbent may be assigned projects located in any of the District 10 counties. Occasional travel and overnight stays may be required. A valid driver's license is desired.

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. (Employee Excellence - Equity, Innovation)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Innovation, Integrity)
- 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, Employee Excellence - Equity, Integrity)
- 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. (Equity - Integrity)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Stewardship)
- 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. (Safety, Employee Excellence - Integrity)
- 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)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Equity, Integrity)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
25%	E	Negotiates, interprets and implements Statewide NPDES and general construction permits with these agencies. Develops, negotiates and implements industrial, regulatory, and facility permits with these agencies where required. Reviews work product for compliance with Caltrans and other applicable requirements and regulations.
25%	E	Provides liaison and water quality training for permit compliance issues to District design, Construction, Environmental, and Maintenance staff.
15%	E	Participates in the preparation and submittal of annual reports including regional work plans, reports on the Public Education Program, and reports on the Municipal Coordination Program

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15%	E	Conducts field reviews of projects and determines appropriate measures to improve runoff quality in order to comply with permits, such as the construction general permit and 401 Certification.
10%	E	As delegated by the Senior Transportation Engineer, acts as lead person for responses to notices of violation and other actions by regulatory agencies.
5%	E	Participates in obtaining project specific permits from Lahontan and Central Valley Regional Boards, including floodplain encroachment and 401 certification or waiver, or Waste Discharge Requirement for construction and utility projects.
5%	M	Develops municipal coordination plans with applicable municipalities regarding Stormwater management in their jurisdictions.

<sup>1</sup>ESSENTIAL 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; however, the incumbent may be given the authority to act as a lead worker in absence of the supervisor for a short duration. The lead worker's authority is limited to the work unit and is limited to reviewing work, assigning tasks within a work assignment, training employees, providing input on employee performance, preparing recommendations relating to work assignments, and other duties that may be authorized by the supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess knowledge of Windows software, MS Office and general computer use. Knowledge of landscape architecture, specifically erosion control and re-vegetation. Knowledge of basic hydrology and hydraulics sufficient to allow evaluation of hydraulic treatment controls. Knowledge of Department and work unit policies and procedures including but not limited to sexual harassment, violence at the workplace, discrimination, ethics, and state equipment usage. Knowledge of Project management techniques and tools.

Must have the ability to reason logically and be innovative, take initiative, and meet and deal tactfully with coworkers, the public, and representatives from other agencies (local, State, and Federal). Represent Caltrans during meetings and negotiations with regulatory agencies, local agencies, environmental symposiums, and other Caltrans functional units. Ability to make public presentations using PowerPoint or other visual aids.

This position requires the incumbent to perform site visits and inspections in difficult terrain. This includes inspecting storm drain inlet and outlet locations, water quality treatment facilities, and various erosion control measures located off the traveled way. Duties may require outdoor work during inclement weather.

Ability to analyze and understand NPDES permits, regional basin plans, and other regulatory documents. Become familiar with these documents sufficient to properly represent the District in permit negotiations, advise other Caltrans functional groups, and prepare accurate reports and records.

Ability to analyze and understand roadway and drainage plans and obtain information therefrom necessary to evaluate proposed Stormwater facilities.

Ability to acquire drainage design expertise to check and perform calculations ascertaining the appropriateness of proposed structures in terms of operation under current design and permit standards. Become familiar with Section 800 of the Highway Design Manual sufficient to review and comment on designs performed by others to ascertain conformance with current design standards and to properly evaluate the erosion control and Stormwater treatment controls implemented in designs.

Must possess analytical skills in performing review field or office work environments for potentially unsafe conditions.

Check for accuracy in the incumbent's own work or the work of others. Develop, review, and recommend alternatives for projects or issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

NPDES permits have wide reaching budgetary and workload implications throughout District functions. Incumbent advises other District/Regional units and the Central Region NPDES Coordinator on course of action regarding regulatory requirements. Timely response to regulatory notices is critical in order to avoid severe financial penalties. Errors in judgment could result in noncompliance and project delays. Legal precedence has been set in other districts for lawsuits against violators. Law enforcement action can be taken against individuals for noncompliance. 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

Must have ability to communicate effectively with representatives from other agencies (local, State, and Federal), and with other

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functional units within Caltrans on a daily basis. Additional contacts with RWQCB staff will occur during enforcement inspections and to define, negotiate and implement Board mandated tasks. Must be able to make occasional presentations to large groups including Caltrans staff, local agencies, environmental groups and the general public. The incumbent will work closely with other Environmental staff, Project Managers and engineering staff to ensure timely project delivery. As required, the Incumbent will work with headquarters and other functional units, as well as staff from local, state and federal agencies. Some contact with the public may be required. In these and all interactions, it is expected that the Incumbent will represent the department in a professional and cooperative manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a computer. May be required to move large or cumbersome reports and/or equipment. While performing field reviews, employee may be required to work on uneven terrain, lift, carry, bend, kneel and stoop. The workload is subject to frequent, substantial, and unexpected changes. Must be able to organize, prioritize, concentrate for long periods of time, formulate effective strategies, multi-task, adapt to changes in priorities, and complete complex tasks or projects with short notice. Must quickly grasp new information and comprehend technical policy and procedural documents.

WORK ENVIRONMENT

Work will be done in a climate-controlled office under artificial lighting. While in the field, the Incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Hard hat, safety vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional overtime, travel, and overnight stays may be required.

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