

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 08-605 MAINTENANCE ENGINEERING (EFIS # 2341)
WORKING TITLE TRANSPORTATION ENGINEER (CIVIL)	POSITION NUMBER 908-605-3135-XXX
	REVISION DATE

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 direction of the Senior Transportation Engineer serving as Maintenance Engineer, the Transportation Engineer prepares, or directs the preparation of reports, plans, specifications and estimates for transportation projects. Will work independently or as a member of a design squad and may guide the work of engineering personnel including Transportation Engineering Technicians and Student Assistants.

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.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Develops and reviews plans, specifications and estimates for State transportation projects. Conducts the technical preparations of Project Initiation Documents, Project Reports, and Design Exceptions for transportation projects. Determines completeness and accuracy of products and recommends changes to ensure conformance to policies and requirements set forth for design engineering. Supports Maintenance asset management for pavement, culverts, and bridges.
30% E	Conducts field review and investigation on existing field conditions for maintenance projects including pavement, drainage, guardrail, slope, landscape, sidewalk and other transportation facilities.
10% E	Reviews encroachment permits, reports, plans, specifications, and cost estimates prepared by other Caltrans' functional units, other agencies, consultants, land developers, and other parties.
10% E	Makes independent decisions on design of project details such as ADA curb ramp, culvert sizing, traffic staging, lane transitions, geometrics and recovery areas. Analyzes engineering problems relating to design of transportation facilities and formulates solutions to problems.
10% E	Responds to emergency situations and other incidents related to the State Highway System. Prepares and/or reviews related engineering reports, recommendations and correspondences. Proposes solutions with other Caltrans' functional units and other federal and/or local agencies.
5% M	Coordinates, prepares and presents information to Federal, State and other local agency officials, and other functional units upon request. Supports District traffic safety field review.

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. May act in a lead capacity for a group of Transportation Engineers working on a project or review and oversee the work of Transportation Engineering Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of various phases of transportation engineering, including planning processes and methods, systems planning, and evaluation of alternatives. Must have knowledge of Caltrans facilities and their location, design, construction, operation and maintenance. Requires knowledge of transportation economics and financing; project management concepts; and factors that influence the impact of transportation facilities on the environment, the community, and the economy. Required to have knowledge of the basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; and engineering economics. Must have the ability to

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do simple mapping and drawing and make neat and accurate computations and engineering notes; prepare reports; and establish and maintain friendly and cooperative relations with those contacted in the course of the work. Must have the ability to accurately analyze, evaluate and present ideas and information effectively, both orally and in writing; analyze situations and formulate viable solutions to complex operational and administrative problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Exercises independent judgment and decisions in the formulation and review of project designs; evaluates projects for safety and delivery. Responses and decisions in error could result in major citizen concern and law suits against the State or project delays and unnecessary expenditures of public funds.

PUBLIC AND INTERNAL CONTACTS

Daily contact with other units throughout Caltrans, coordinating work and exchanging engineering data. May have public contact with contractors and vendors concerning the preparation of specifications and plans; monitoring contracts; and with local agencies and utilities to secure required permits and/or services.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to sit for long periods while working in office or attending/conducting meetings. Must be articulate and be willing and able to conduct meetings and address large audiences of varying responsibilities. Must show tact when dealing with highly sensitive and emotionally charged issues, and deal effectively with pressures of deadlines and maintain focus.

WORK ENVIRONMENT

Primary assignment is in an environmentally controlled office with artificial lighting. Will work extensively with a personal computer, using a keyboard, mouse and monitor. Field reviews of project locations will be required on a regular basis. The incumbent must be aware of and comply with all departmental safety requirements at all times.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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.)

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
