

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION	
WORKING TITLE Transportation Engineer	POSITION NUMBER	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:

The Transportation Engineer performs engineering duties throughout Project Development, Construction, Traffic Operations, Planning/Local Assistance, Environmental, Maintenance and Program/Project & Asset Management. Based on annual workload, delivery commitments, and seasonal needs, incumbent may be assigned by the Department to a variety of positions in an office or field environment. A licensed incumbent at the journey level will be in responsible charge capacity.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence - Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Cultivate Excellence - Innovation)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

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

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35%	E	Prepare plans, special provisions and cost estimates (PS&E) for various assigned projects. Prepare technical documentation such as memorandums, transmittal letters, and design exceptions. Develop alternatives, purpose and need, estimates, and make recommendations for transportation projects by using engineering knowledge and skills, and applying the appropriate design standard, guidelines and manuals. Ensure that all work is done in accordance with contract specifications, review, perform oversight and inspect work and operations in regard to safety traffic control, quality and quantity of work. Acting as an engineering consultant and liaison to local agencies, provide instruction, guidance, and analysis. Maintain expertise and knowledge of pertinent laws, statutes and regulations, engineering solutions, design standards, and computerized information systems.
20%	E	Prepare special studies, exhibits, reports and maps for project scoping, regional plans, freeway agreements, environmental documents, environmental permits, public hearings, etc. Prepare and process documentation including fund requests, federal authorizations (E-76), federal agreements and state agreements (master agreements and program supplements). Route draft project documents for multidisciplinary reviews, collect review comments and implement appropriate changes resulting from the review comments. May recommend engineering changes in the design of the plans and specifications and draft contract change orders and transmittal memorandums approved by a Professional Engineer.
15%	E	Tracks projects, monitor related schedules and budgets, compiles and maintains project data on computer systems for use by the Branch, Office or the Division. In a construction unit maintain complete and accurate daily contract records. Responsible for quantity measurements and calculations for work performed, determining if the project has a satisfactory progress rate, take appropriate remedial action for delays and approve final payment.
10%	E	Provide technical support as needed to other divisions and branches. Retain, organize and submit final design records to project record archives. Requests engineering and technical support from other units as needed such as Environmental documents, Right of Way Certifications, Traffic Management Plans, Lane Closure Charts, drainage recommendations, etc.
10%	E	Research as-builts, project history files, review encroachments permits, and conduct field reviews to obtain information needed to complete assignments. Prepare and/or review other engineering assignments toward completing contract plans, including studies for traffic handling and stage construction. Conduct field investigations and control tests to approve material incorporated in bridges, non-standard major structures or transportation related building and facilities.
5%	M	Attend training as deemed mandatory or necessary, which may require travel and overnight stay.
5%	M	Capture meeting minutes, document engineering decisions and maintain project files. Prepare correspondence as necessary

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 incumbent does not supervise but may function as a lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess 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; engineering economics.

The incumbent must be able to analyze compiled and complex data for various reports and other documentation.

The incumbent must have the ability to prepare complex plans, specifications and estimates, write correspondence and prepare reports, analyze situations and take effective action to accomplish the assigned tasks and resolve issues.

The incumbent must possess the ability to do simple mapping and drafting and make neat and accurate computations and engineering notes; prepare reports; establish and maintain friendly and cooperative relations with those contacted in the course of the work; communicate effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making average technical and/or engineering decisions which may affect the development and

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construction of transportation related projects. Improper judgments and errors made by the incumbent could result unsafe highway conditions, a reduction in the operations of highways or the unnecessary expenditure of limited state resources. Failure could result in a detrimental effect on the Department and the State.

The incumbent is responsible for their actions, decisions, quality of completed work, and 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

The incumbent may have contacts with other Caltrans employees and supervisory staff within their district and/or headquarters programs, other local, staff and federal agencies, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to move heavy objects within an office or over various types of terrain; stand or sit for prolonged periods; bending; stooping, and/or kneeling. The incumbent should have problem solving, analysis and reasoning skills. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems. A valid driver's license may be required.

WORK ENVIRONMENT

The incumbent may work in a climate-controlled environment, with artificial lighting in an office building, field office, laboratory or trailer. Travel to work sites for field work and other travel as required. The incumbent may be exposed to loud noise; dust; chemicals; and extreme weather conditions. Working at night and overtime 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.)

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