

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Senior Transportation Eng, CT	OFFICE/BRANCH/SECTION D11/Environmental/Environmental Engineering	
WORKING TITLE Chief, Environmental Engineering	POSITION NUMBER 911-170-3161-001	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

(PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY

GENERAL STATEMENT: RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.) *RED TEXT ONLY APPEARS ON THE SCREEN

Under the general direction of the Deputy District Director of Environmental, Career Executive Appointed (CEA), the Chief of Environmental Engineering is responsible for planning the work, supervising and directing the staff of the Environmental Engineering Branch. The incumbent is responsible for assuring District 11 is in compliance with current environmental laws and regulations, particularly those pertaining to: Hazardous Waste, Noise, and Air Quality. The incumbent is responsible for extensive coordination with various state and federal agencies, as well as several functional units within the District and Headquarters.

CLICK ON THE "VIEW COMPETENCIES" BUTTON TO SELECT CORE COMPETENCIES, GOALS, AND

CORE COMPETENCIES: VALUES. AFTER SELECTIONS HAVE BEEN MADE, THEY WILL BE MERGED INTO THIS SECTION.

View Competencies

As a Senior Transportation Eng, 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.

TYPICAL DUTIES:

(PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) *RED TEXT ONLY APPEARS ON THE SCREEN

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Plans, organizes and directs a multi-disciplinary staff that conducts air, noise studies and hazardous waste studies; assists in other environmental engineering functions including oversight of consultant prepared air quality, noise and hazardous waste technical studies, constructibility and Plans, Specifications, and Estimates (PS&E) reviews; manages the District Community Noise Abatement database and sound wall inventory. Perform oversight of routine site assessments for hazardous waste concerns such as; Aerially Deposited Lead (ADL); Lead Based Paint; Asbestos Containing Materials (ACM); and other constituents of concern, using XRF equipment and other resources to support site investigation conclusions for capital projects and Caltrans owned properties. Performs over site of project field work, record review, and oversee fieldwork performed by others. Ensure field staff have the proper safety equipment in place.
20%	E	Estimates, tracks and budgets for personnel and other resources; accurately utilizes Project Management tools such as Project Resourcing Schedule Management (PRSM) to ensure timely project delivery. Manages consultant contracts for ongoing emergency hazardous waste projects. This includes ensuring the scope of the work requests are within the contracts scope, writing detailed scope of work, ensure funding is available, project oversight to ensure contract details are accomplished while staying within budget.
20%	E	Represents and coordinates project activities with other Divisions, Environmental branches, local agencies, regulatory agencies, and Headquarters as appropriate.
15%	E	Reviews, coordinates and makes recommendations regarding air, noise and hazardous waste sections of environmental documents. Schedules, coordinates meetings, and prepares minutes of meetings. Physically compiles correspondence, reports and documents. This includes long periods of time reviewing, reading, writing, and typing.
10%	E	Ensures proper use of contracting procedures, adequacy of oversight of consultant work, and accuracy in accounting for consultant contracts. Responsible for the development of consultant contract scope of work, interview questions and participates in interviews and selection of most qualified consultant. Prepares and manages task orders.
5%	E	Keeps current with changes in laws and regulations as they pertain to the Environmental Engineering Branch.

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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

Under the supervision and general direction the Deputy District Director for Environmental, performs the duties listed above.

Exercises direct supervision to Transportation Engineers/Civil and other engineering staff and may exercise supervision over student assistants and/or volunteers. May be asked to act as the Deputy District Director of Environmental during periods of the Deputy's absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Knowledge of Caltrans and the District policies and procedures as related to: Hazardous Waste, Noise, and Air Quality including principles and practices of project management, project and program delivery processes, project reports, minor contracts, and is familiar with problems involved in contract administration; departmental plans, standards, policies, and procedures for Planning, Design, Right of Way, Construction, and Maintenance as they relate to these disciplines; Caltrans' Directives; functions of Federal, State and Local governments within the area of transportation and environmental analysis; knowledge of environmental law and administrative regulations including planning and evaluation of alternatives especially as they relate to air, noise and hazardous waste; factors which influence the impact of environmental regulations on planned transportation facilities, the community and the economy; principles and techniques of personnel management and supervision; . In addition, the position requires knowledge of: various phases of transportation and environmental planning, engineering, landscape design, maintenance, economics, and financing; specification writing, construction methods; and maintenance safety issues; planning, project development, construction, and maintenance; State, local and regional governmental organizations and regulations as they relate to environmental engineering; project and program development and delivery; resourcing workload; sources of funding for transportation programs; effective public information techniques; effective negotiation techniques; contract management; differences of impacts on multi-modal forms of transportation on the environment; supervisor's role in meeting affirmative action objectives; and Equal Employment Opportunity (EEO) policies and procedures. Knowledge of computer applications including but not limited to: the Internet; E-Mail; Microsoft Word, Access, Excel; and Standard Tracking and Exchange Vehicle for Environmental (STEVE) or other database data entry. Knowledge required to effectively perform the duties described above.

Ability to: Act independently on complex planning and implementation of various Caltrans' programs regarding but not limited to Environmental Engineering; plan, direct, coordinate and track the work of various groups; resource workload; analyze and evaluate situations and take appropriate technical and administrative action; ability to assimilate technical and procedural input from various sources, analyze input accurately, develop alternatives, make recommendations, and take effective courses of action; work effectively with others as a team member; develop and empower others; establish and maintain effective and cooperative relations with those contacted in the course of work; ability to respond to community concerns and general public issues; make effective presentations; negotiate; communicate effectively orally and in writing; to a variety of levels of understanding; proven ability to operate a personal computer and utilize computer applications (as noted above) to prepare written reports that include graphs, charts and graphics; supervise and manage a multidisciplinary staff; ability to monitor and project resources and milestones to produce optimum results in an efficient and qualitative manner; and perform oversight and manage consultant contracts. Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent must be able to concentrate in order to review and create documents and meet strict deadlines at times. In addition, incumbent must have the ability to devote lengthy periods of time reading/reviewing/writing/typing printed material and material presented on a computer screen and have the ability to interpret details on maps and photographs.

Analytical Requirements: Strong analytical skills are required. The incumbent performs a wide range of general environmental planning duties. The candidate must have a sound comprehension of basic planning methods and the ability to analyze and synthesize complex data from a variety of disciplines. The incumbent performs a limited range of analysis. This position may require analysis and monitoring of the district wide construction program to ensure permit compliance including the day-to-day analysis and monitoring of the progress of various projects, programs and support activities. The position may involve extensive coordination with other offices and branches; especially with project managers and environmental specialists.

Prepares and stamps/seals project plans/engineering drawings, engineering reports and project specifications. By stamping these documents, the Senior Transportation Engineer is taking the responsibility for the final documents ensuring the technical contents have been prepared to meet or exceed all applicable regulations including minimum engineering design standards/requirements. The Professional Engineer Act states that it is unlawful for an employee to perform the duties mentioned above without possession of a valid license.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Environmental Engineering Branch Chief is responsible for decisions, actions and consequences inherent in planning, organizing and directing the activities of the Environmental Engineering Branch. Incumbent is responsible for timely and quality delivery of assigned projects and project management of Environmental Engineering projects. Errors of judgment may generate poor quality work and missed deadlines, cause project delays, and result in increased project costs, mismanagement of public monies, and adversely impact Federal and Local funding for projects. Because of the many required contacts described below, the incumbent's actions must reflect a sensitive and professional attitude in order to maintain an appropriate State image. Incumbent is expected to primarily work independently and assume responsibility for the work performed, is responsible for decisions/judgments pertaining to the duties listed above. The incumbent is responsible for accuracy and thoroughness in review and recommendations, and it is imperative that all required compliances/permits be in order and that the work specified as conditions to the compliances/permits be accomplished for the reasons stated above.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are required on a continuing basis at various levels within the District and with Headquarters. This contact is necessary in order to plan, program, monitor, track and implement the various elements of the program for detailed reports regarding NPDES/Stormwater, Landscape Architecture/Visual, and Culverts. The public, local agencies, regulatory agencies and the news media are potential external contacts. District and Headquarters management are briefed constantly as to status of the efforts to negotiate current litigation. Elected officials are occasionally briefed and consulted.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position can require the use of a hard hat, vest, heavy-duty work clothes and/or safety boots. The incumbent must be able to traverse uneven terrain(s), including slopes. Must be able to work in all types of weather. Incumbent must be able to perform duties described in this document in a safe manner and does not engender potential danger to him/herself or others. Incumbent must be able to work in an office environment that requires devoting lengthy periods of time reading/reviewing/writing/typing printed documents and materials presented on a computer screen as well as discerning details on maps and photographs. Specifically, may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to organize and prioritize, be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete complex 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. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations, and treating others with respect. Incumbent must value cultural diversity and other individual differences in the workforce. This is a high-pressure environment, and the incumbent must have the ability to tolerate stress, and productively manage conflict and confrontation.

WORK ENVIRONMENT

Work is accomplished in a variety of settings: such as an office setting with artificial light and temperature control with other employees (note building temperature can fluctuate), out-of-doors in remote areas, along the travel way of highways, wetlands, in heavy construction zones, on bridge caps and piles, mountain tops and on the property of private citizens. Acquires and keeps current a driver's license, drive a car safely to and from worksites. Work may be performed on a variety of terrain(s) including but not limited to slopes. Incumbent may work in all weather conditions, including the deserts in the Summer and the mountains in the Winter.

Possession of a valid California driver's license is required to operate a State vehicle.

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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

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