

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Design/Engineering Services/Utility Engineering	
WORKING TITLE Utility Engineer	POSITION NUMBER 907-260-3135-XXX	EFFECTIVE 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 general direction of a Senior Transportation Engineer, the incumbent is part of a Utility Engineering Workgroup (UEW) who works with a Project Engineer to produce utility plans, write utility specifications, and prepare the Utility Policy Certification for State construction contracts. The incumbent will also ensure the project plans comply with the locating and depicting requirements of Caltrans' utility policies, identify all utility facilities within each project's limits, determine if proposed work conflicts with the existing utility facilities, and determine if the installations are consistent with Caltrans' encroachment policies or if the utility facilities must be modified or relocated outside State right-of-way (R/W). When utility relocation is required, the incumbent will review and approve utility owner relocation plans, schedule utility relocations, abandonment, and removal in coordination with the State contract schedule, and provide technical support during construction. The Utility Engineering Workgroup is also responsible for reviewing utility encroachment permits, documenting any deviations from Caltrans utility and encroachment policies, and positive location of utility facilities.

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 First, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Innovation)
- **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. (Cultivate Excellence - 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)

TYPICAL DUTIES:

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

ADA Notice

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40%	E	Review and obtain utility records (District substructure maps, State and owner as-built plans, permit files, right-of-way maps, and local agency records) to identify the existing utility facilities within the project limits per Caltrans' utility policies. Identify required utility test holes and/or utility relocations for entry to the utility engineering portion of the R/W Data Sheet. Coordinate with the test hole contractor and Surveys to obtain the test hole horizontal and vertical data for plotting on the utility plans. Ensure project plans comply with Caltrans' utility policies. When deviations from the utility policies are necessary, prepare exception memorandums. Prepare and issue the Utility Policy Certification.
35%	E	Review project plans and determine if proposed work conflicts with the existing utility facilities, and determine if the installations are consistent with Caltrans' encroachment policies or if the utility facilities must be modified or relocated outside State right-of-way (R/W). When deviations from the encroachment policies are necessary, prepare exception memorandums. Coordinate with the District R/W Utility Coordinator to prepare utility conflict notices and approve utility relocation plans and schedules.
15%	E	Perform field inspections for utility test holes. Review utility encroachment permits for compliance with Caltrans' utility and encroachment policies
10%	M	Attend project development team meetings and coordinate with functional units as part of the project delivery process. Maintain project files. Attend training sessions, staff meetings, and safety meetings.

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 Transportation Engineer (Civil) Ranges A, B, and C will not exercise supervision over other staff. The Transportation Engineer (Civil) Range D will act as a leadworker by conducting training, assigning tasks, and providing input on staff performance.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Proficiency in reviewing and analyzing project plans using engineering calculations, relocation plans, and evaluating constructibility impacts of the utility relocation activities. Knowledge of the Project Development Process. Must be proficient in CADD and Microsoft Office. Knowledge of applicable Federal and State policies, procedures, rules, regulations, and laws concerning utility relocations. General knowledge of Right-of-Way Notices and Agreements concerning utility relocations. Proficiency in writing memos, letters, and policy exception documents. Ability to read and apply guidance manuals, documents, and policies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Utility Engineer has a shared responsibility with the Senior Transportation Engineer for all work, decisions, actions, and consequences involved in the preparation of utility plans and the recommendations for relocation plans approval and the issuance of utility notices. They have direct responsibility for implementation and application of Caltrans' Utility and Encroachment Policies. Poor decisions, judgments, or recommendations could result in costly lawsuits, project delays, and/or loss of Federal reimbursement funds as well as adverse reaction from local agencies, utility companies, and their respective consultants and contractors.

PUBLIC AND INTERNAL CONTACTS

Extensive interaction and coordination with District project development team members and utility companies is required. Limited contact with public officials, consultants, contractors is exercised. The incumbent must be able to establish, maintain, and frequently engage in good public relations with all contacts internal and external to the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit long periods of time using a computer workstation. Must be able to handle multiple projects concurrently and be able to handle sustained mental activity needed for detailed analysis. The employee may be required to move large or cumbersome plans and diagrams. Field work is required to conduct site reconnaissance and test hole inspections. Field work may include extended walking and uneven terrain. Occasional night work may be required.

WORK ENVIRONMENT

Work environment is generally a climate controlled office under artificial lighting. Travel to external meetings and work sites is required. Project work sites will involve exposure to traffic, dust, noise, uneven surfaces, and adverse weather conditions such as heat, cold, and rain.

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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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