

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Project Development	
WORKING TITLE Transportation Engineer	POSITION NUMBER 905-202-3135-xxx	REVISION DATE 01/11/2023

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction and supervision of a Senior Transportation Engineer, the Transportation Engineer performs activities requiring engineering knowledge and management skills for the preparation of plans, specifications, estimates, written documents, presentations, and other related work for transportation projects. The main purpose of the duties is to be a premier engineering team delivering transportation projects for our project stakeholders and regional partners. In addition to the Department's values, we consider safety, efficiency, cost, quality, sustainability, environmental protection, aesthetics, and community values in all of the products we design. Ensures during the development of projects, the consideration, and when appropriate, the implementation of Smart Mobility and Complete Streets components, towards the Department's Mission to provide safe, sustainable, integrated, and efficient transportation systems to enhance California's economy and livability.

Incumbent may be assigned by Supervisor to be a Lead-worker to train, direct, and manage the work of other staff within assigned branch.

As incumbent progresses in experience, assignments will increase from average to high difficulty. Transportation Engineer (Civil) Range D requires registration as a Professional Engineer in the State of California.

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 - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity - Integrity)
- **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. (Prosperity - Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - Collaboration, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - 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)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Prosperity - 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. (Prosperity - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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35%	E	For the customer/stakeholder (i.e. Project Development Team, Supervisor, Locals, Headquarters, Executive Level, District Functional Units, District Divisions, etc.) Will develop, review, and recommend alternatives for transportation projects or problems by using engineering knowledge and skills, and applying the appropriate design standards and guidelines. The purpose of this is to achieve project delivery milestones. These duties will be from project initiation to closeout. Various project management techniques such as monitoring the project cost, scope, and milestones/ schedules will be utilized. Duties will include documenting engineering decisions (by utilizing, but not limited to, Microsoft Word and Excel, Civil 3D, etc.) and performing tasks based on the allocated resources and duration. Also expected to document lessons learned (database is utilized to capture this information) so that the knowledge derived from the experience can be shared with others and utilized in the future.
25%	E	Will produce (by utilizing, but not limited to, Microsoft Excel and Word, and Civil 3D) technical Engineering documentation such as memorandums, transmittal letters, project reports (i.e. Project Initiation Documents, Project Approval Documents, Storm Water Data Reports, Technical Studies, etc.),and design exceptions as part of the design and project delivery process. These technical engineering documents are needed to be able to achieve project delivery milestones.
10%	E	Complete complex engineering mathematical calculations accurately (by utilizing but not limited to Microsoft Excel, Calculators, and Civil 3D) such as quantities, elevations, and distances. Prepare quality design drawings such as construction details, cross sections, and vertical profiles. These are essential to the design and project delivery process. These are prepared for customers/stakeholders (i.e. Project Development Team, Supervisor, Locals, Headquarters, Executive level, Functional Units, District Divisions, etc.).
10%	E	Perform Computer Aided Drafting and Design (CADD) and manual delineation on different media types for project plans, design drawings, displays, plots, and other mappings. Use current drafting guidelines and tolerances for designing. Duties will include reviewing and checking work of others and documenting comments.
10%	E	Collect and record field data such as elevations and distances by using various survey instruments and other survey equipment. Research information relating to the project assignment through various records such as appraisal maps, as-built drawing, photo log, and various reports and databases. This information is needed to meet the delivery milestones and is important to the preliminary investigation process needed before start of design process. Customers/stakeholders can be Project Development Team, Supervisor, Locals, Headquarters, Executive level, Functional Units, District Divisions, etc.
5%	M	Perform general (Non-Engineering) office duties such as preparing memos, letters and reports, filing and organizing both electronic and hard-copy project files, scheduling meetings, responding to emails, faxing and scanning documents, making copies, and maintaining the office and field equipment.
5%	M	Attend various Design, Project Development, Project Management, and mandated training courses. May provide formal or informal training to others related to Design or Project Delivery. Participates in internal and external teams and committees related to project delivery and design. Attends meetings such as staff, safety, project, and public meetings.

<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 lead in the absence of the supervisor. The lead person’s authority is limited to reviewing work, assigning tasks, providing input on employee performance, and preparing recommendations relating to work assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Knowledge of:

- Transportation design and construction terminology, methods, and concepts such as horizontal and vertical alignments, structural sections, typical sections, traffic operations, hydrology and hydraulics, surveying, maintenance and construction work.
- Project management techniques such as monitoring project scope, cost, and milestones/schedules.
- Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work.
- CADD systems and Engineering software to design, prepare, and modify drawings.

Ability to:

- Use office/field equipment, CADD systems, software, and computers applicable to design, preparation, and modification of

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drawings and perform field transportation engineering work.

- Perform accurate complex mathematical calculations.
- Effectively communicate both verbally and in writing at a level required for successful job performance.
- Prepare and organize technical reports and other project related documentation to produce effective work products without repetitious direction.
- Assist in planning and organizing project needs and directing others.
- Be an effective team member.
- Evaluate work methods and traffic conditions closely, both before and during the work, to assure safety when at project sites.
- Learn and understand functions and organization of other work units within the department, procedures, and policies (such as sexual harassment prevention, discrimination, ethics, workplace violence prevention, and state equipment usage).

Analytically to:

- Analyze situations accurately and take effective action.
- Check accuracy of own work and work of others.
- Understand engineering principles and standards.
- Develop, review, and recommend project alternatives.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

- The incumbent is responsible to incorporate appropriate standards and for the technical information and engineering data upon which recommendations, conclusions, and decisions are based. Failure may result in expensive waste of time and materials, cause additional work, jeopardize project and programmed delivery, lead to loss of department credibility, increased liability, excessive contract claims, errors in payment, and affect the cost and schedule of improvement projects.
- 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 failures to adhere to established policies, procedures, and guidelines could lead to adverse action or possible termination.

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### PUBLIC AND INTERNAL CONTACTS

While on office assignments, the majority of the contacts are with departmental staff. Occasional contacts may occur with the general public, property owners, technical/professional level staff of outside agencies, public agencies, contractors and their personnel, and elected officials or their staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meeting locations.

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.

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### WORK ENVIRONMENT

The majority of the work performed while in office assignments will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Field assignments may have exposure to moving vehicles, fog, field work, earthwork, paving operations, weather conditions, equipment, machinery, heat, cold, dust, gas, fumes, outdoor conditions, humidity, uneven ground, heights, and high decibels of noise.

Overtime may be required, and vacation restricted during peak times and fiscal year-end closing. One-day, overnight trips, or extended travel may be required.

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#### ADA Notice

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The typical office working hours are between 7:30 a.m. and 4:15 p.m. Monday through Friday, and 40 hours per week. Part-time telework may be available.

May be required to go on loan or rotation to other units (i.e. Construction, Maintenance, Permits, Traffic, Office Engineer, PJD, etc.) based on workload needs.

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

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
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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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