

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 05-Maintenance Engineering - (05-1251)	
WORKING TITLE TBMP Inspection Program Coordinator/Project Engineer	POSITION NUMBER 906-600-3135-918	REVISION DATE 08/19/2025

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

GENERAL STATEMENT:

Under the general direction of the Senior Transportation Engineer, the incumbent is responsible for the District Treatment Best Management Practice (TBMP) Inspection Program, maintenance and improvement of TBMP database, process improvement, and HM-233 TBMP Major Maintenance program. Serves as the technical advisor and program coordinator for the TBMP Inspection Program and HM-233 TBMP Program. Reviews and analyzes the current TBMP asset condition. Works closely with HQ and other District programs to meet the TBMP program's objectives and requirements. Monitors, tracks, and evaluates TBMP activities, and projects. Makes special reports and provides recommendations with regard to the program element requirements. Responsible for the development of plans, specifications, and estimates for the HM-233 Program and Major Maintenance projects. Coordinates with the District and HQ functional units for the preparation of project PS&E package. Reviews project priority and develops the annual project proposals for the HM-233 program. The incumbent will perform field reviews, identify possible solutions, assess and prioritize project needs and scope as necessary.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Pride, Stewardship)
- **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. (Employee Excellence - Collaboration, Innovation, 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. (Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Innovation, People First, Pride, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Stewardship)
- **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. (Safety - Collaboration, Innovation, Pride)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Safety, Climate Action - Collaboration, Innovation)
- **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. (Employee Excellence - Integrity, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Assists with the management and coordination of the TBMP Inspection Program and the HM-233 TBMP Major Maintenance Program, development and implementation of policies, procedures, desk manuals, guidelines and business processes, maintaining the district TBMP database including data entry and performing post processing and quality control of data. Works closely with HQ and other internal/external stakeholders to help improve the program effectiveness and assists with the resolution of the TBMP Inspection Program issues. Conducts field reviews to ensure TBMP inspection procedures are being followed. Reviews and analysis the current asset conditions and verifies all TBMP inspections conditions are complete and accurate and updated in reports provided to HQ. Identifies information to gather engineering data and stores in the database to develop inventory assessment and progress reports.
35%	E	Acts Program Advisor for the TBMP Program including HM-233 TBMP Major Maintenance. Works closely with HQ programs, including Office of Asset Management, Quarterly Project Books, and HM Checkbook. Establishes and maintains a prioritized list and status of district TBMP projects. Nominates TBMP projects for the annual HM Workplan. Reviews and selects TBMP priorities, and develops TBMP projects for the annual project proposals for the HM-233 program. Reviews submittals, planning and technical reports and data, funds requests and helps coordinate TBMP efforts and requirements of NPDES - statewide Stormwater permit and Stormwater Management Plan (SWMP), aquatic organism passage, etc. Works closely with Maintenance Engineers, district and HQ program advisors, HQ and district asset managers, Statewide Stormwater Coordinator, District Stormwater Coordinators, HQ TBMP Inspection Program Coordinator, HQ TBMP Program Advisor, Legal, DPAC, Environmental, Planning, Programming, Engineering Services, Design and Construction Programs. Maintains a database of planned, active, and completed preventive and rehab work on TBMP in the district. Prepares and delivers service contracts to the Division of Procurement and Contracts (DPAC). Coordinates with the District and HQ functional units for the preparation of project Plans, Specifications and Estimates (PS&E). Assesses TBMP conditions and project needs, scope, delivery schedules and cost estimates. May assist and be responsible for the development of plans, specifications, and estimates for the HM-233 Program and Major Maintenance projects.
15%	E	Conducts field reviews on newly constructed TBMP before Maintenance acceptance. Prepares various reports and correspondence, including technical, progress and status reports on as needed basis. Analyzes data to determine trends including TBMP inventory and conditions
5%	E	Works with Geographic Information System (GIS) in the maintenance of the GIS portal for TBMP inventory, condition and asset management.
5%	M	Prepares correspondence, action requests, statistical data and other written material for TBMP Program efforts. Other duties as required for the TBMP Program. Prepare project initiation documents for the Roadway Preservation SHOPP Program, with emphasis on Capital Preventive Maintenance Program (.121) projects, including those utilizing SB funding.

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

This position does not supervise. However, the incumbent may be given the authority to act as a lead person in the absence of the supervisor. The incumbent advises district personnel to achieve program objectives. Also serves as lead person over other staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires working knowledge of maintenance functions and operations, safe operating practices, contract management and project development. Must have a broad understanding of drainage and TBMP strategies and their appropriate use within the Maintenance Program. Adherence to deliver schedules is imperative in order to deliver projects that meet the District allocation goals within the HM-233 funding. Knowledge of technical factors involved in highway design, planning and construction, as well as a working knowledge of environmental factors and the project development process is required. Must have the knowledge and ability to organize and schedule work in order to meet project milestone dates. Ability to be creative and innovative not only in technical issues, but also in expediting the project delivery process, is imperative. Field work will be required to support the production of these projects and to perform storm damage related activities in support of Maintenance field staff. Must work and communicate effectively with other functional units, the internal partners, the public and others outside the Department. Strong written and oral communication skills are required. The incumbent must have the ability to evaluate technical and procedural input from various sources and to develop alternative courses of action and to make objective recommendations from various databases including Access, Integrated Maintenance Management System (TMMS) and other available databases. Knowledge of database creation, modification, and usage including Microsoft Access, GIS, and Structured Query Language (SQL) programming is highly desired.

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Must be capable of understanding basic engineering solutions in drainage design and maintenance and determining alternatives that provide the most viable solution, while considering engineering, political and economic issues. The incumbent must demonstrate the ability to plan and organize activities, assist on a wide range of matters concerning policy development of maintenance functions.

Must have knowledge of methods, materials and equipment used in TBMP facilities.

Must be able to prepare and complete comprehensive reports and articles.

Must be able to work independently or as part of a team. The incumbent must have the ability to analyze complex problems and recommend effective courses of action, evaluate technical data, and make objective recommendations for maintenance related issues.

Must have the ability to perform independent investigations, reach sound conclusions, and prepare issues papers and reports for making improvements or changes to existing procedures and standards.

Must be able to work independently or as part of a team.

Valid certificate of registration as a Civil Engineer in the State of California is desirable.

Considerable initiative is required for this position to improve and implement the program and to identify management systems for TBMP program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequence of not considering all factors could be inconsistent or inappropriate application of maintenance methods, non compliance with permits and plans, procedural errors being incorporated into District policy documents and the misapplication of resources. It could also lead to regulatory fines, misapplication of resources and poor levels of service to the public. 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

Maintains continuing relationships with district maintenance staff, headquarters staff, related public agency staff, and the public for information gathering and dissemination. Meets and confers with many different operational and management levels within the Department, the districts, outside agencies and local interest groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at base of operations, employee will work in a climate-controlled office under artificial lights. Employee may be required to travel to all parts of the state via car or plane and work outdoors for site and activity reviews, and maybe exposed to dirt, noise, uneven surfaces, extreme cold and heat, and work in close proximity to traffic. Employee will be required to meet deadlines and deliverables, sometimes with very tight timeframes and/or involving controversial issues.

Incumbent will be required to sit for extended periods of time performing computer work, reading or preparing documentation, making presentations or attending and running meetings. Will require performing multiple tasks simultaneously.

District wide travel will be required. Must have the ability to work near high speed traffic.

May need to move large files or reports from one location to another, which requires occasional bending, stooping, or kneeling.

Must have the ability to develop and maintain cooperative working relationships; act with discretion, and respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Use appropriate judgment in identifying issues that need to be elevated to the supervisor.

WORK ENVIRONMENT

While at their base location, the employee will be working in an office setting utilizing computer equipment. The work setting is primary open space with modular furnishings in a climate-controlled office. Employee may be required to work in close proximity to traffic as part of site or activity reviews. Employee may be involved in meetings and discussions with other agencies and/or parties. While performing field work, the employee will be required to travel District wide. Overnight stays may be required to facilitate field data collection.

The incumbent will occasionally be required to travel throughout the District to attend various meetings and to perform field reviews. Employee may be required to work in close proximity to traffic as part of site or activity reviews. The incumbent may be exposed to dirt, noise, and fluctuating temperatures in an outdoor environment.

ADA Notice

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This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered 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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE