

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	43/DEA/OSPI/SW ASST MGMT and Tech Support	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Stormwater Asset Management and Technical Support Branch Chief	913-140-3161-XXX	04/01/2025

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 Chief, Office of Stormwater Program Implementation, the incumbent will manage the Stormwater Asset Management and Technical Support Branch and lead or assist in managing stormwater mitigation element of State Highway Operation and Protection Program (SHOPP) including Permanent Treatment Best Management Practices (TBMPs) Inventory and Retrofit Program. The incumbent will also assist in tasks for developing stormwater quality policies, guidance, training and Department's stormwater quality program. This position is responsible for identifying issues and developing recommendations related to stormwater quality and State and Federal "Clean Water Act" related permitting in California and other issues related to project delivery.

CORE COMPETENCIES:

As a Senior Transportation Engineer, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (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. (Prosperity - People First)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity)
- **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. (Equity - Equity)
- **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 - People First)
- **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 - 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. (Climate Action - Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Employee Excellence - Stewardship)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Prosperity - Pride)

TYPICAL DUTIES:

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

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40%	E	Oversees the management of the State Highway Operations and Protection Program (SHOPP) 335 and 336 Programs. Facilitates the delivery of internal and external local partnership projects to ensure projects meet water quality objectives. Promotes the use of economical and efficient best management practices to optimize water quality improvement efforts and regulatory compliance. Assists in preparing State Highway System Management Plan (SHSMP) for Stormwater Mitigation Element and TBMP Retrofit Program. Works closely with Highway Maintenance Stormwater (HM SW) program to make recommendations for HM SW and SHOPP Retrofit Program. Monitors the performance measures of SW programs and recommends corrective actions. Represents Office Chief in SHOPP Meetings.
30%	E	Assists and independently coordinates the development of policies and guidance for Caltrans functional areas (Environmental, Design, Construction, Maintenance and Operations) to address the Department's stormwater requirements for Stormwater Mitigation and Stormwater Retrofit Program, including the National Pollutant Discharge Elimination System (NPDES) municipal permit and the Construction General Permit. Assist in development of policies, procedures, guidance to comply with trash implementation requirements of NPDES Permit. Assist in development of Stormwater Management Plan as required by the NPDES permit. Assist in providing technical support to resolve various project delivery , maintenance and operations issues and assists in implementing the Stormwater Training Program.
20%	E	Participate in the procurement and management of Architectural and Engineering (A&E) services through related contracts and task orders. Typical duties include writing scope of work, providing consultant direction and oversight, tracking and reporting progress, and evaluating consultant performance. Including being a Contract Manager and/or Task Oder Manager on A&E contracts Respond to inquiries from the public and other agencies regarding the Department's stormwater program. Participate in stormwater studies and task forces.
10%	M	Monitor and evaluate Federal and State "Clean Water Act" legislation, regulations, guidelines, permits, basin plans, procedures, and other similar documents and activities. Initiate the Department's position and response to "Clean Water Act" issues and concerns. Review and prepare comments on legislative proposals. Prepare stormwater quality monitoring or research programs or consultant oversight for the development of monitoring or research programs.

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

Provides direction and manages the workload of three or more staff members.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: An in-depth knowledge of Caltrans organization, department policies, financial constraints and procedures is required. Must have or able to quickly develop a working knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to planning, programming, design, construction, operation and maintenance of transportation facilities, environmental analysis requirements, water quality regulations, and/or research and monitoring methods. Technical knowledge related to public contract law, contract procurement and water quality is required. Must have a thorough understanding of the Stormwater program and contract procedures to ensure stormwater contracts and the implementation of them are consistent with the NPDES Permit, Stormwater Management Plan (SWMP) and related Department obligations. The incumbent must have a strong understanding of stormwater issues as they apply to design, construction and maintenance activities within the department to ensure appropriate inclusion in the development of contracts and task orders needed to meet the Department's stormwater obligations.

Abilities: Based on broad professional engineering experience and expertise, the incumbent must be able to reason logically and creatively and to exercise good judgment on matters relating to the planning and environmental analysis of transportation facilities and the development and updating of the Department's stormwater quality procedures. Must have the ability to effectively communicate and coordinate both orally and in written form with management and employees in Headquarters, Districts and personnel outside the organization. The incumbent must be able to take action independently and possess good administrative leadership abilities and technical report writing capabilities.

Must be able to analyze situations accurately and develop cost-effective strategies for resolving problems. Must demonstrate the ability to undertake and complete the most difficult and sensitive engineering studies and negotiations related to the stormwater management program. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships with state and federal regulatory agencies and deal with tact and persuasion with District and Headquarters' counterparts. Must effectively contribute to the Departments Equal Employment Opportunity objectives. Must have the ability to effectively use personal computers and the Internet to conduct research; write memos, letters, procedures, guidance, and develop graphs, charts, or other illustrative materials.

The incumbent must have responsible experience in project management, environmental analysis, transportation engineering,

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research, project development and delivery, contract procurement, and task order development and management.

Analytical: Must reason logically and creatively using a variety of analytical techniques to obtain solutions, recognize erroneous data and review projects for overall soundness. The work and responsibilities of this position require a high degree of understanding of the planning and design process. The incumbent must have the ability to assimilate technical and procedural input from various sources, including the Districts, to evaluate that input, develop alternative courses of action and to make object recommendations on all the critical issues affecting the planning and delivery of projects, and maintenance of transportation systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer is responsible for independent action and initiative in carrying out the duties related to analysis, the project development process, and maintenance practices. Based on engineering experience and expertise, the incumbent must be able to provide accurate and thorough recommendations on various environmental and project development documents. Failure to carry out these responsibilities could result in:

- Inconsistent statewide decisions in the development and operation and transportation facilities
 - Additional effort to provide measures to avoid or minimize environmental impacts
 - Extensive project delays or program failure
 - Unacceptable recommendations forwarded to the California Transportation Commission
 - Litigation that could delay and/or add substantial cost to essential projects or programs
 - Loss of public confidence in Caltrans as a responsible public agency and first rate engineering organization
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PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Engineer must establish and maintain working relationships on a daily basis with Caltrans management and with District planning and engineering staff; and with other disciplines in the Environmental Analysis Division; as well as with staff working in other Headquarters' Divisions or Programs. The incumbent must also establish and maintain a good working relationship with staff of other state and federal agencies, as well as the public.

Arranges for, attends, participates in meetings to resolve stormwater issues, revise policy, regulations, and procedures, with local, regional, state, and federal agencies, and consultants in regard to stormwater issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to grasp the essence of new information and master new technology and improvements in stormwater treatment or water quality monitoring. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally changed and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must formulate effective strategies consistent with the business and completion related to emerging stormwater treatment technology and develops new insights into situations and applies innovative solutions to improvements.

Must be capable of translating between engineering, transportation, planning and environmental terminology and common language. Must be able to communicate effectively and may be required to make presentations, lead workshops, and serve on quality teams.

The incumbent must be open to change and new information, adapts behavior and work methods in response to new informations, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and individual differences in the workforce.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/ mouse and video display monitor, to read, review or prepare documents. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

The incumbent must willing to travel throughout the state to other District offices and project sites. While traveling, the incumbent must be capable of lifting and carrying their own luggage, computer equipment, or other materials weighing over 10 pounds.

WORK ENVIRONMENT

The work environment is fast paced, busy and requires considerable flexibility in managing time, priorities and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to District offices or other meeting facilities. While at their base of operation, employees will work in climate controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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.

ADA Notice

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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.)

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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