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|---------------------------------------------------------|----------------------------------------------------------------------|---------------|
| CLASSIFICATION TITLE<br>Transportation Engineer (Civil) | OFFICE/BRANCH/SECTION<br>NRPD, Engineering Services, Stormwater Unit |               |
| WORKING TITLE<br>Stormwater Specialist                  | POSITION NUMBER<br>903-200-3135-xxx                                  | REVISION DATE |

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

**GENERAL STATEMENT:**

This position is under the direct supervision of the Hydraulics/Stormwater Branch Chief. Working in coordination with and some direction from the District 3 Stormwater Coordinator. Provides engineering support of the Design Stormwater program and related engineering services functions on an as-needed basis. The incumbent implements the daily requirements of the Design Stormwater Program as set forth in the current Statewide Stormwater Management Program (SWMP) and Project Planning and Design Guide (PPDG). Coordinates with Senior Engineers, Project Engineers (PE), Construction Staff, National Pollutant Discharge Elimination System (NPDES) Staff, and other functional units on stormwater deliverables for department projects. Travel is required. Employee is required to have a current California driver's license, when operating a state owned vehicle or driving another vehicle for state business.

**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. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action, Employee Excellence - Collaboration, Integrity, 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. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **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. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride, 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. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride, 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. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Climate Action, Employee Excellence - Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

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

POSITION DUTY STATEMENT

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|     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50% | E | Coordinate with Design, Construction, Maintenance and NPDES staff on project reviews for storm water compliance. This task involves preparation or review of Storm Water Data Reports (SWDRs), Water Pollution Control Drawings, Construction Specifications and Temporary Construction BMP Cost Estimates. Provides advice to Project Engineers for strategy, development and inclusion of temporary construction site best management practices into project plans.                                                                                                                                                                                             |
| 30% | E | Consult with Landscape Architecture and Construction Division Staff in developing temporary and permanent erosion control measures on projects in the North Region.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10% | E | Monitor and report on completion of project deliverables as required by current Department policy. Monitor and track storm water compliance with the SWMP and PPDG. Facilitate and participate in various meetings related to storm water issues.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5%  | M | Train project staff and develop Divisional Storm Water resources through group presentations, submissions to NR Design Storm Water Bulletin and development of web based materials. Assist North Region Storm Water Coordinator on Monthly and yearly stormwater permit compliance reports provided to Headquarters Design Stormwater Program.                                                                                                                                                                                                                                                                                                                    |
| 5%  | M | Assist in completing tasks related to Hydraulics analysis on an as needed basis. These tasks may include preparing Drainage Recommendations, Estimates of construction costs for drainage work, Floodplain Hydraulic Studies, Fieldwork to gather hydraulic/hydrologic data, Review of Encroachment Permits and IGR/DEQA documents and local development plans, Construction Support, and development/maintain expertise in applicable software used for culvert performance, open channel performance, hydrology, detention/retention basins, storm drain systems, drainage or rainfall related GIS applications, and MicroStation and Civil 3D design software. |

<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

The incumbent does not supervise, but on occasion, could act in a lead worker capacity. The incumbent will receive supervision from a Senior Transportation Engineer.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of Statewide Caltrans NPDES permit, Statewide Construction General Permit, Water Quality Handbooks and Highway Design Manual.
- Knowledge of hydrology, hydraulic, and erosion control principles as applied to water quality design. Basic knowledge of water quality chemistry as related to common storm water pollutants.
- Knowledge of erosion control principles as related to Landscape Architecture.
- Ability to read and understand roadway and drainage plans, geotechnical reports and other engineering documents and obtain information there from necessary to evaluate proposed stormwater facilities and potential water quality impacts. Ability to understand and express complex issues clearly to non-specialist staff both orally and in writing. Ability to utilize standard office software consisting of word processing, spreadsheets, data bases and selected engineering software.
- Ability to work well with multiple and diverse groups in a team environment.

This position may require the incumbent to perform site visits and participate in design field reviews in difficult terrain. This includes inspecting stormwater drain inlet and outlet locations, water quality treatment facilities, and various erosion control measures located off of the traveled way.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in non-compliance with the current State Wide NPDES permit and open the department to legal or civil enforcement actions. Errors that do not result in enforcement actions have the potential to adversely impact the efficiency of project delivery by resulting in unnecessary work or rework.

PUBLIC AND INTERNAL CONTACTS

The position will have extensive internal contacts with Project Engineers and other functional unit staff; particularly with designated storm water staff. The position is expected to have minimal contact with the public consisting primarily of working with local agencies and consultants to coordinate compliance with Caltrans design storm water requirements.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans employee and public and private sectors. The employee must work well with others in a cooperative manner, while creating a work environment that encourages thinking and innovation. The

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employee must be flexible to organize and prioritize workload; open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The employee may be required to sit for long periods using a keyboard and video display terminal. They may also be required to move large or cumbersome plans.

WORK ENVIRONMENT

The employee will be headquartered in Marysville and will be required to travel for meetings and training. The employee will work in both a climate-controlled office under artificial lighting, and outdoors where he/she may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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 |
|------------------------|------|