

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 6/Maintenance/MTCE Engineering Services	
WORKING TITLE Maintenance Transportation Engineer (Civil)	POSITION NUMBER 906-600-3135-xxx	REVISION DATE 10/20/2025

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

GENERAL STATEMENT:

Under the direction of a Senior Transportation Engineer, the incumbent is responsible for a broad range of engineering duties in support of the District 6 Maintenance Program. Responsibilities include performing field reviews, acquiring field data, identifying and locating distressed pavement, and participating in Project Development Team meetings. Additionally, the incumbent develops strategies for preparing plans, specifications, cost estimates, written documents, presentations, and other related deliverables to support the management of the Department's assets (roadways, drainage systems, bridges, safety, facilities, etc.) and reviewing project packages to ensure completeness, compliance with standards, and readiness for advertisement. Duties include but are not limited to:

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. (Employee Excellence - Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Innovation)
- **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. (Equity - 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. (Employee Excellence - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - 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. (Employee 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. (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. (Employee Excellence - Pride)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	The incumbent provides engineering judgment and coordination for various engineering problems that arise within the District. Identify and locates distress pavement on the State Highway System this includes field reviews for various types of projects. Incumbent will work closely with field maintenance, design, construction, etc during field reviews. Compile and assist with data collecting and management. Develops expertise in appropriate repair strategies and costs. Represents Maintenance and serves on engineering committees. Will prepare written communication to in-house support staff and outside agencies.

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25%	E	Reviews engineering plans for completeness and accuracy. Provides recommendations and revisions to plans, estimates, and project documents to ensure projects comply with Caltrans Standards, Construction Contract Development Guide, and Plans Preparation Manual. Reviews specification updates, policy updates, and changes related to current or incoming projects. Works with the project engineer and other staff to answer questions, clarify points, and resolve comments and concerns from District functional units and Headquarters (HQ). Coordinates and assist with Ready To List (RTL), Advertisements, Bid Openings, and Contract Awards.
20%	E	Work with construction Resident Engineers and inspectors, helping during the construction phase of the project. Work with maintenance personnel when expertise is necessary. This work may involve working long hours, traveling and commuting far distances to verify completion and compliance with the project plans and specifications. May help with inspections for construction operations.
10%	E	The incumbent prepares plans, specification and estimates for a wide variety of Major Maintenance (roadway, drainage, roadside, bridge, safety etc.), Emergency and Minor Program projects; performing the necessary field work, calculate quantities, design horizontal and vertical alignments, and coordinating with functional units and outside agencies. Perform Computer Aided Drafting and Design for project plans, plot and mapping using the most current drafting and tolerance guidelines utilizing calculators, and various other instruments in the performance of his/her duties.
5%	M	Provide an accurate and timely report of hours worked. Complete forms with accuracy such as a travel expense claims, accident reports, safety reports, and overtime logs. Attend mandatory training courses mandated by the department as well as staff, safety, projects and public meetings. Prepare general office duties such as preparing memos, project history files, letters, reports, filing and organizing both electronic and hard copy projects files and scheduling 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 position does not supervise; however, the incumbent may be delegated 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

Incumbent must have knowledge of Transportation Highway design principles, computer applications to transportation engineering, and project development processes. The employee must have the ability to prepare design plans, estimates and specifications for projects; perform difficult and responsible computer aided engineering and drafting; analyze situations accurately, take effective action, and to compose and prepare correspondence and reports in an organized fashion. The incumbent shall have a working knowledge of standard construction practices and procedures specifically in flexible Hot Mix Asphalt (HMA) and rigid Portland Concrete Cement (PCC) pavement operations as related to HMA pavement and concrete slab removal and replacement operations, must have the ability to recognize the different pavement distress types, surface defects and its severe conditions, all stages of cracking, inferior surface conditions as applied to HMA pavement and PCC pavement. Incumbent must have knowledge and a fundamental understanding of safety practices as related to construction zones and personal safety.

The incumbent is required to have a moderate to high degree of analytical ability, and to utilize this ability to produce efficient, cost effective, transportation designs. Also, review District plans, specifications, and estimates, and manage asset inventory.

The incumbent must be able to communicate clearly and concisely, prepare correspondence and reports, and communicate effectively with other Department functional units, as well as, local agencies, contractors and consultants. Incumbent must be able to work independently to analyze situations accurately and take effective action. Incumbent must be open to change and new information, adapting their work methods in response to changing conditions or unexpected issues, and adjust quickly to new situations warranting attention and resolution. Must have the ability to develop innovative solutions to recurring maintenance problems. Ability to learn quickly, communicate effectively with a variety of people with different backgrounds, experiences and attitudes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Loss of time and employee effort. Loss of credibility with other units and agencies, Loss of funding, Diminished safety and convenience to motorist and the public. Negative publicity.

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PUBLIC AND INTERNAL CONTACTS

Incumbent is expected to communicate effectively with other departmental staff, maintenance personnel, outside agencies, and various entities of the public and private sector.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

Incumbent must be prepared to work in the field in areas of high traffic without shadow vehicle or lane closure, when required, in a safe manner.

Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements included, but not limited to lifting/carrying objects without causing injury (i.e. books, bidders, plan sheets, box(s) of plotter or printer paper, etc.) twisting stretching, bending, stooping and kneeling.

Mental Requirements:

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

Emotional Requirements:

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

WORK ENVIRONMENT

Incumbent will be working both individually and in group settings, Employee must be able to work in an office and field environment. Duties include driving shoulders, without shadow vehicles and marking pavement for design and construction purposes under live traffic in a safe manner. Incumbent must be prepared to meet deadlines for submitting project plans and assignments, under stressful conditions, such as time constraints. The incumbent will be required to work for long periods of time at a computer with keyboard, mouse and monitor(s) under office-controlled temperature and artificial lighting. Or travel and commute far distances in the acquisition of all required field pavement data. Incumbent will be asked to inspect construction projects, as an operational need. The incumbent may be required to work for long periods of time in the field during construction, in remote dry and hot locations, with little or no supervision. Overnight stays may be required. The incumbent may be required to work hours outside of the "normal working hours", including overtime and weekends to accomplish operational needs. 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.

Reviewed and Approved for advertising:

SUPERVISOR (signature)

(print)

DATE

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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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