

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION HQ/DEA/Environmental Engineering	
WORKING TITLE Office Chief, Stormwater Program Implementation	POSITION NUMBER 913-140-3155-003	REVISION DATE 10/02/2025

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 a Principal Transportation Engineer, the Chief Environmental Engineer, the incumbent is responsible for the implementation of the federal and state water quality compliance regulations and the Caltrans' statewide National Pollutant Discharge Elimination System (NPDES) Permit, as required by the Federal Water Pollution Control Act (Clean Water Act). The incumbent collaborates with federal, state, and local agencies and internal stakeholders to identify and develop project delivery implementation strategies and guidance that conform to federal and state water quality improvement mandates. The incumbent directs the planning, development, and implementation of the Caltrans statewide Stormwater Management Plan (SWMP) and mandatory elements of the NPDES Permit across functional areas including project delivery, transportation planning, and the operation and maintenance of transportation facilities. The incumbent is responsible for identifying areas of improvement and streamlining and recommending effective course of actions that conform to the Statewide NPDES Permit and the laws and regulations governing this Permit.

CORE COMPETENCIES:

As a Supervising Trans 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Collaborates with federal, state, regional, and local agencies and internal stakeholders to identify and develop implementation strategies and guidance that conform to federal and state water quality control laws, regulations, and mandates. Oversees statewide implementation of the Stormwater Program by ensuring policies, guidance documents, and procedures are developed and updated. Coordinates and assures accuracy of comprehensive statewide guidance and monitors and evaluates departmental compliance with the statewide NPDES Permit and the Stormwater Management Plan. Plans and directs Environmental staff's activities and advises district and HQ staff from Project Delivery, Transportation Planning, Maintenance, and Traffic Operations on Permit compliance, including preparation of correspondences to regulatory stakeholders. Examines and identifies opportunities to optimize project delivery activities related to water quality compliance and pursues improvement.
30%	E	Directs the planning, development, revision, submittal, and implementation of mandated water quality compliance reports and the Caltrans statewide Stormwater Management Plan. Collaborates with the State Water Resources Control Board and Regional Boards regarding new Permit development effort and economical and efficient Permit implementation processes and procedures. Coordinates with Districts and external stakeholders regarding departmental actions related to enforcement actions and incident reporting.
20%	E	Oversees the management of the State Highway Operations and Protection Program (SHOPP) 335 and BMP Retrofit Asset Management 336 Programs. Facilitates the delivery of internal and external local partnership projects to ensure projects meet water quality objectives. Promote the use of economical and efficient best management practices to optimize water quality improvement efforts and regulatory compliance.
10%	E	Oversees and manages the technical assistance related to Architectural & Engineering (A&E) contracts to comply with NPDES Permit requirements, injunction orders, and violations. Lead efforts regarding specialized consulting services needed to support project delivery and the operations and maintenance of transportation facilities.
5%	M	Participates in environmental engineering related improvement efforts and task forces. Manage other responsibilities as required.

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 8 Senior Transportation Engineers. When the Chief Environmental Engineer is absent, acts in this capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of Caltrans' organization, departmental policies and financial constraints and procedures is required. Must have knowledge of organizational relationships and functions, both within and outside Caltrans that pertain to the planning, programming, design, construction, operation and maintenance of transportation facilities.
- Based on experience and expertise, must be able to exercise good judgment in matters relating to the planning and environmental analysis of transportation facilities, and the development and updating of the Department's stormwater quality practices and procedures.
 - Requires a thorough knowledge of project development procedures, environmental planning and analysis requirements, water quality factors relating to the planning, design and maintenance of transportation facilities. Requires understanding of contract and task order management . 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 objective recommendations on all the critical issues affecting planning and delivery of projects, and maintenance of transportation systems.
 - Must have an understanding of the manager's role in safety, health, personnel management, labor relations and the Department's Equal Employment Opportunity (EEO) objectives. Must understand a manager's role in, and have the ability to effectively contribute to the Department's safety, health, equal opportunity and labor relations objectives. Must have the ability to administer an engineering program; plan and direct the work of others; judge work quality and performance; analyze situations accurately and adopt an effective course of action. Must possess good administrative leadership abilities.
 - Knowledge of various transportation engineering principles and systems planning, including transportation economics and financing. Must have an understanding of the factors that influence the impact of transportation facilities on the environment.
 - Must have the ability to communicate effectively, both orally and through written correspondence, with management and

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

employees in Headquarters, Districts, and internal/external customers in a timely and effective manner. Must be able to address an audience effectively. Must be able to prepare technical correspondence, complete comprehensive reports, and prepare articles for publication.

- Ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management policy.
- This position is responsible for independent action and initiative in carrying out duties related to stormwater analysis, project delivery, and maintenance practices. Based on engineering experience and expertise, must provide accurate and thorough recommendations on various environmental and project development documents.
- Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the duties related to stormwater analysis, project development, and maintenance practices. Based on engineering experience and expertise, must provide accurate and thorough recommendations on environmental and project development documents. The incumbent must understand the impacts of policy decisions as they relate to planning, development, construction and maintenance of transportation facilities.

The consequences of not considering all the factors or failure to carry out these responsibilities could result in: • Inconsistent statewide decisions in the development of transportation facilities • Unacceptable recommendations forwarded to the California Transportation Commission • Additional engineering to provide project measures to avoid or minimize environmental impacts • Delays to projects or activities due to community pressure or politically unacceptability, and/or lawsuits by special interest groups. Litigation or other enforcement actions that could delay and/or add cost to essential projects and/or activities • Loss of public confidence in Caltrans as a responsible public agency and first-rate engineering and environmentally sensitive organization.

PUBLIC AND INTERNAL CONTACTS

The Supervising Transportation Engineer must establish and maintain good working relationships with all levels of management within Caltrans and the California State Transportation Agency (CalSTA), staff in the Division of Environmental Analysis and other HQ functional units such as, Project Management, Construction, Design, Maintenance, and Legal. The incumbent will work with the Districts, external agencies, local, state, and federal entities, elected officials as well as environmental interest groups and the general public in order to provide the necessary analysis and recommendations on transportation projects. Arranges for, attends, participates in, and where appropriate, represents the Department at meetings with interest groups, individuals, local, regional, state, and federal agencies in regard to stormwater quality issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The person in this position must be able to sit for long periods of time using a keyboard and video display monitor. The workload is subject to frequent, substantial and unexpected changes. For example, court mandates may cause shifts in workloads. Additionally, Departmental policy decisions or fiscal changes may cause changes in workload, including elimination, addition or substantial changes in efforts.

Must be able to use fine manipulation and/or simple grasping during the course of the workday. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

Must be able to organize and prioritize large volumes of varied documents, including confidential materials that may relate to existing lawsuits. Needs to understand new and long-range plans and be able to determine how best to be positioned to achieve a competitive advantage related to technological changes and improvements in stormwater treatment and water quality monitoring and the benefits that the Department may receive based on the use or adaptation of these changes.

Must have the ability to multi-task, adapt to changing priorities, and complete tasks or projects with short notice. Formulates effective strategies related to emerging stormwater treatment technologies and develops new insights into situations and applies innovative solutions to make organizational improvements. Is willing to take calculated risks; initiate actions that involve deliberate risk to achieve a recognized benefit or advantage.

Creates a work environment that encourages creative thinking and innovation and sustains an organizational culture, which encourages others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well.

Understands the link between administrative competencies and mission needs.

Be able to develop and maintain cooperative working relationships and have the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to share information and work effectively in highly contentious internal and external meetings. This position requires the incumbent to be open to change and new information, and have the ability to adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles. Must be capable of translating between engineering, transportation, planning and environmental terminology and common language. Must be able to communicate in English effectively and is required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce and ensures that the organization builds on these

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

differences and that all employees are treated fairly and equitably.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent must be willing to travel statewide, approximately 1-2 days per month, if needed. The work environment will include both field and office assignments. In the field the incumbent may experience all climatic conditions, including rain. Water quality monitoring is generally done during the winter rainy season. Conditions next to the highway or construction sites may be loud, dusty and dirty. Office conditions may be warm or cool and artificial lighting may be dimmed. 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
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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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