

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 56-Maintenance- Drainage & Stormwater Management	
WORKING TITLE Assistant Drainage Asset Management Coordinator	POSITION NUMBER 913-690-3135-918	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Branch Chief, Drainage Asset Management in the Office of Drainage & Stormwater Management (ODSWM), a Senior Transportation Engineer (Supervisory), incumbent serves as the Assistant Asset Management Coordinator for the Drainage programs including the State Highway Operation and Protection Program (SHOPP-151), Director's Order (DO), State Transportation Improvement Program (STIP) and Highway Maintenance (HM-251) projects. The incumbent will also assist with the asset management activities for statewide Culvert Cleaning program, Drainage program, Pump Plants, and other program activities. Assists with monitoring, tracking, reporting, and evaluation of activities and projects. Assists with the development and delivery of the statewide training. Assists with the development and maintenance of the applicable data bases.

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.

- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Equity, Integrity)
- **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 First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Equity, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

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

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30%	E	Works with Caltrans staff throughout the state and other stakeholders, the Assistant Drainage Asset Management Coordinator for Drainage Program, Drainage Pump Plant, the SHOPP Program Highway Maintenance and Director's Order (SHOPP-151, HM-2, DO) programs. Assists in searching, collecting and reviewing SHOPP 151, HM-251, STIP and/or Director's Order (DO) project plans. The incumbent will review project proposals, plans, estimates and specifications; plan, organize and attend drainage conference as required; prepare meeting agendas, reports and other documents as required including meeting notes and action item follow up.
30%	E	Assists in identifying, evaluating, developing, prioritizing and programming Drainage culverts and pump plant Facilities infrastructure needs and/or Drainage projects and activities. This will consist of but not limited plan, organize and attend statewide meetings in the HQ Offices and districts. Prepares presentations and meeting agenda and documents and takes notes; gives oral presentation for statewide training for Caltrans personnel and other stakeholders; including web-based on-line training.
20%	E	Works with Caltrans staff throughout the state to develop, implement and maintain a comprehensive, complete and accurate Asset Management Database for the Caltrans Pump Plant Facilities and/or Drainage Program Assets. Prepares meeting agenda, documents, and notes required to effectively develop and implement the database; gives oral presentation for statewide training regarding Pump Plant Facilities and/or Drainage Program database(s) use for Caltrans personnel and other stakeholders, including web-based on-line training. Assists with policy development and implementation.
10%	M	Participates in the development, update and maintenance of a Pump Plant Facilities Manual, based on current laws, policies, industry standards and guidance from the Division of Engineering Service. Assists with the development of policies, processes and guidelines for drainage Program. Meets and confers with various functional units within the Department, members of other state agencies, external partners, and public groups. Acts as Statewide Pump Plant Facilities and/or Drainage Asset Management Coordinator in absence of Senior Transportation Engineer.
10%	M	Other duties as assigned by Senior Transportation Engineer.

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. May occasionally act as lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The Department's various phases of transportation engineering; transportation related facility locations, standards, design, construction, operation and maintenance; concepts concerning research, planning, project management, right of way, accounting, programming and asset management; development of standards and policy; manual writing; database use and management; techniques for organizing, presenting to and motivating groups; basic principles of physics, chemistry, and mathematics as applied to civil engineering and transportation related facility design; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering and architectural construction materials; methods and equipment of engineering and architectural construction materials; methods and equipment of engineering and architectural construction; engineering economics.

Ability to: Communicate effectively; work independently; research, plan, direct and manage the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations and provide training; review project proposals, plans, estimates and specifications; prepare correspondence and reports; maintain and manage databases; develop guidelines for the Department and implement those guidelines statewide; establish and maintain friendly and cooperative relations with those contacted in the course of the work.

Analytical Requirements: Analyze data and standards to develop methods, priorities and policies for improvement of transportation related facility and Drainage Program assets using engineering judgment and analysis and conveying those recommendations to management, and other stakeholders, such as members of other state agencies and public groups.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, lack of prompt action, inaccurate or incomplete work could impact the manner in which the Department responds and/or is able to continue business under its mandated function as owner and operator of the State Highway System including project delays, rework or the production of unnecessary work, loss of funding, litigation and reflect negatively on the

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Department.

PUBLIC AND INTERNAL CONTACTS

Meets and confers with internal and external stakeholders including various functional units within the Department, members of other state agencies, external partners, and public groups. Provides assistance and policy interpretation in all manners of transportation related facility planning, and/or drainage program and other assigned responsibilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must assimilate and evaluate technical and procedural data from various resources to make objective recommendations; employee may be required to sit for long periods of time using a keyboard and video display terminal; must be able to organize and prioritize work, formulate effective strategies and apply innovate solutions to make improvements; may work in intense situations and must maintain focus during emergency situations and training practices to adapt plans in response to changing priorities or unexpected obstacles; must be able to develop and maintain cooperative working relationships.

Possession of a valid driver license issued by the California Department of Motor Vehicles is required.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is desirable.

Travel and overnight stay will be required.

WORK ENVIRONMENT

The work setting is open space and in a climate-controlled office of a six story building in downtown Sacramento. The incumbent may be required to travel throughout the state to meet the program needs. The incumbent may be exposed to dirt, noise, and fluctuating temperatures in an outdoor environment. Incumbent may also be permitted to telework per current Maintenance Division telework policy but will be headquartered in Sacramento.

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.)

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