

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Environmental Engineering/Hazardous Waste	
WORKING TITLE Branch Chief	POSITION NUMBER 904-151-3161-xxx	REVISION DATE 09/12/2024

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 Supervising Transportation Engineer for the Office of Environmental Engineering, the incumbent supervises a staff of Transportation Engineers engaged in professional engineering work pertaining to hazardous waste. The incumbent is responsible for technical oversight of hazardous waste studies prepared in-house and by local agencies, preparation of task orders, and review and evaluation of technical studies and reports prepared by consultants. The incumbent also provides guidance on the preparation of special provisions to address non-typical hazardous waste site conditions. The incumbent is involved in the design and monitoring of mitigation measures related to hazardous waste. The incumbent may also prepare portions of general environmental documents. The incumbent prepares hazardous waste portions of right-of-way documents for acquisitions and relinquishments. Incumbent also keeps management informed of all developments in evolving situations concerning hazardous waste concerns. Occasional travel to assess a site is required. These duties require close collaboration with Department staff, consultants, and local agencies. The incumbent will ensure regulatory compliance with the Aerially Deposited Lead (ADL) Agreement between Caltrans and the Department of Toxic Substances Control (DTSC). Incumbent is required to be licensed as a Professional Engineer in California.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Pride)
- **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 First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Cultivate Excellence - Engagement, Equity, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Manages and tracks project circulation and workload. Oversees or prepares technical study reports for environmental documents, recommends mitigation for project impacts, and monitors effectiveness of mitigation measures. Supervises staff in performance of field reviews and investigations with respect to hazardous waste. Makes recommendations for minimization measures for operational and construction-related hazardous waste. Reviews project plans and specifications to ensure compliance with all regulations regarding hazardous waste. Investigates projects to determine hazardous waste impacts and develops hazardous waste special provisions during the PS&E. Coordinates with Headquarters environmental personnel in interpretation of hazardous waste policies and procedures.
25%	E	Oversees preparation of task orders and the work of consultants for the performance of hazardous waste studies. Performs oversight of consultant prepared studies for local agency projects. Reviews Plans, Specifications, and Estimates (PS&E) to ensure all environmental commitments are addressed. Prepares Non-Standard Special Provisions (NSSPs) for management of hazardous wastes.
15%	E	Acts as Project Development Team (PDT) member for hazardous waste issues. Provides support to Legal Division on hazardous waste matters. Participates in meetings with regulatory agencies. Coordinates activities with other divisions, environmental branches, headquarters, and federal, state, and local agencies as appropriate.
15%	E	Reviews environmental documents as they relate to hazardous waste to ensure correct summarization of technical studies. Prepares materials for presentations and public meetings. Answers questions from public and external agencies as appropriate. Maintains current knowledge of hazardous waste laws and regulations as they pertain to the work of the Department.
15%	M	Provides hazardous waste support to other Senior Engineers in the Office of Environmental Engineering. Participates in training sessions and workshops. Assists Air Quality and Noise branch as needed. Provides on the job training and career development to new rank and file staff. Works with construction staff to assist with monitoring of ongoing construction projects, ensuring quality and consistency with environmental commitments.

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 supervises the technical work of transportation engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must have thorough knowledge of Departmental policies and an understanding of hazardous waste regulations. This position also requires the knowledge of Department project development processes and regulatory requirements at both federal and state levels. The incumbent must have well-developed analytical skills to evaluate and resolve hazardous waste issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Work performed by the incumbent will affect the efficiency and productivity of Caltrans projects. Lapses of judgment or errors in the performance of assigned tasks could result in injury to the Department's reputation, possible adverse legal judgments against the Department and loss of confidence in the expertise of the Department.

PUBLIC AND INTERNAL CONTACTS
The incumbent interacts closely with all staff from the division as well as other functional units in the department. This interaction can occur at all levels from Deputy District Director to office clerks. The incumbent may come in contact with the public, federal agencies, local agencies, headquarters branches, and consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent must be capable of sustaining mental activity needed for problem solving and analysis. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Must have the ability to develop new insights into

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situations and apply innovative solutions to make organizational improvements.

WORK ENVIRONMENT

The work environment will generally be in an office setting. Some field work is to be expected. Travel may be required to attend statewide meetings and conferences on administrative issues, but not on a frequent basis.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.)

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