

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 2080/MAINTENANCE ADMINISTRATION	
WORKING TITLE Transportation Best Management Practices (BMP) Coordinator	POSITION NUMBER 904-605-XXXX-XXX	REVISION DATE 08/04/2025

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 Senior Landscape Architect, the incumbent serves as the district’s coordinator for the Highway Maintenance (HM-233) Program and Transportation Best Management Practices (TBMP) inspections. The incumbent is responsible for coordinating and managing TBMP-related projects from planning through implementation to ensure compliance with regulatory requirements and to improve stormwater asset conditions. This role involves working closely with District Maintenance Engineers, Headquarters Maintenance, Asset Management, Design, Environmental, Construction, and the Division of Procurement and Contracts to support project delivery within scope, schedule, and budget.

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. (Safety, Equity - Integrity)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Prosperity - People First)
- 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. (Employee Excellence - Collaboration, 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 - Collaboration, Stewardship)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Climate Action, Employee Excellence - Equity, Integrity, 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. (Equity - Innovation, People First)
- 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 - Collaboration, Equity, Integrity, Pride)
- 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. (Safety, Climate Action - 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, Equity, Employee Excellence - Equity, Innovation, People First, Stewardship)

TYPICAL DUTIES:

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

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35%	E	<p>Coordinate with District Maintenance Engineers and field maintenance staff to identify and develop project proposals for the HM-233 program.</p> <p>Ensure proposed projects align with the Major Maintenance (HM) Program criteria and adhere to established timelines.</p> <p>Assess project needs, define scope of work, establish delivery schedules, and prepare cost estimates.</p> <p>Serve as the Single Point of Contact (SPOC) for TBMP inspections within the district.</p> <p>Coordinate with field personnel and Headquarters to ensure timely completion of inspections and submission of accurate data.</p> <p>Verify and analyze current asset conditions, reconcile findings with the Headquarters TBMP Inspection Program, and ensure reports are updated accordingly.</p> <p>Review and prioritize project needs based on asset condition, maintenance priorities, and regulatory requirements.</p> <p>Provide field inspections and prepare daily reports (diaries) including recording job site activities, personnel and inspection findings.</p> <p>Submit project funding requests to Headquarters Maintenance for HM-233 allocations.</p> <p>Work collaboratively with Asset Management to create and maintain project records in the Asset Management Tool (AMT).</p> <p>Assist with development and maintain database for TBMPs and other roadside assets.</p>
25%	E	<p>Input and update project-related data in the AMT, including cost estimates, schedules, and performance metrics across all phases.</p> <p>Ensure accurate and timely reporting of project milestones and asset condition updates in coordination with district and HQ units.</p> <p>Coordinate with Subject Matter Experts from the Division of Engineering Services (DES) to conduct detailed TBMP needs assessments.</p> <p>Use inspection and asset condition data to refine scopes and validate proposed improvements.</p> <p>Prepare service contract documents and coordinate with the Division of Procurement and Contracts to initiate and deliver agreements.</p> <p>Ensure contract packages are complete, accurate, and compliant with procurement policies.</p> <p>Review and process contractor invoices.</p> <p>Communicate effectively with peers, management and contractors.</p>
35%	E	<p>Storm Damage Response and Assessment — Assist in preparing Director's Orders, Damage Assessment Forms, and project nominations. Collaborate with District and Headquarters functional units to prepare project PS&E (Plans, Specifications, and Estimates) packages when necessary.</p> <p>Support the design and engineering development phase to ensure projects are ready for bid and construction.</p> <p>Uses, instructs, and directs the application of computer hardware and software, including personal computers and computer-aided design drafting (CADD) systems to prepare plans and documents.</p>
5%	M	<p>The incumbent may also be required to perform other job-related duties as needed to support the Division of Maintenance and ensure the continuity of operations.</p>

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

While the position does not typically involve formal supervisory responsibilities, the incumbent is expected to provide technical guidance, review work for quality and compliance, and ensure that activities align with program goals and timelines. The incumbent may also mentor or train less experienced staff and participate in multi-disciplinary teams.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Caltrans procedures and standards for highway maintenance and project development.
- Stormwater regulatory requirements, including the NPDES permit and Caltrans' Statewide Stormwater Management Plan (SMPT).
- Transportation Best Management Practices (TBMP) and their application in maintenance and construction.
- Asset Management principles and tools, including data entry, tracking, and reporting within the Asset Management Tool (AMT).

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Contract development and procurement processes within a public agency.
Project management practices including planning, scheduling, budgeting, and reporting.
Basic engineering principles related to roadway infrastructure and water quality protection.

Abilities to:

Coordinate effectively with internal and external stakeholders at multiple levels.
Interpret and apply complex technical documents, regulations, and specifications.
Analyze inspection data, prioritize projects, and make recommendations based on asset condition and risk.
Develop accurate cost estimates and project schedules.
Prepare clear, concise, and technically accurate reports and correspondence.
Monitor project progress and adapt to shifting priorities while maintaining compliance with program goals and timelines.
Communicate technical information to both technical and non-technical audiences.

Analytical Requirements:

Evaluate inspection data and asset conditions to determine project eligibility, urgency, and cost-effectiveness.
Synthesize input from engineering staff, environmental experts, and contractors to create a comprehensive project scope.
Identify potential risks or compliance gaps and propose practical, efficient solutions.
Make data-driven recommendations to guide project nominations and funding decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for ensuring that district TBMP inspection data and HM-233 project nominations are complete, accurate, and submitted in a timely manner. The incumbent must independently make decisions regarding project prioritization, funding needs, schedule updates, and contract coordination, with limited oversight.

Errors in judgment, reporting, or coordination may result in:

Project delays or loss of funding opportunities.
Inaccurate condition assessments or reporting to Headquarters.
Failure to comply with NPDES stormwater permit conditions, potentially resulting in environmental harm or regulatory penalties.
Poor coordination that could lead to construction errors, increased costs, or contractor disputes.
The incumbent's work directly supports the district's environmental compliance and infrastructure maintenance strategy and contributes to the statewide stormwater program's success.

PUBLIC AND INTERNAL CONTACTS

The incumbent communicates regularly with a variety of internal and external stakeholders to coordinate project activities, share information, and resolve issues.

Internal contacts include:

District Maintenance Engineers, Resident Engineers, and field maintenance personnel.
Headquarters Maintenance and Stormwater Program staff.
District and Headquarters functional units including Environmental, Design, Construction, Asset Management, and Procurement.
Subject Matter Experts from the Division of Engineering Services (DES).

External contacts include:

Contractors and consulting firms for service agreements and project delivery.
Local agencies and regional partners, when coordination is needed for site access or joint responsibilities.
Regulatory agencies, as needed, to support compliance with stormwater requirements or site inspections.

The incumbent must communicate technical information clearly, both in writing and verbally, and must exercise professionalism, diplomacy, and sound judgment when interacting with individuals at all levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

Ability to sit for extended periods using a computer, keyboard, and telephone.
Ability to walk, stand, stoop, kneel, climb, or navigate uneven terrain during field visits or inspections.
Occasional lifting or carrying of documents, laptop equipment, or personal protective equipment (PPE) weighing up to 25 pounds.

Mental Requirements:

Ability to process and analyze technical data, regulations, and project documents.
Maintain focus and attention to detail while managing multiple tasks, competing deadlines, and shifting priorities.

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Sound decision-making under pressure and within time constraints.

Emotional Requirements:

- Maintain professionalism in high-stakes or high-pressure situations.
- Work effectively and cooperatively in a team setting, including resolving conflicts and handling difficult conversations constructively.
- Exhibit resilience and flexibility in adapting to change, feedback, and evolving priorities.

Maintain a positive, solutions-oriented approach to complex regulatory and project management challenges

WORK ENVIRONMENT

The work is primarily performed in a climate-controlled office environment with standard lighting and ventilation. Regular use of a computer, phone, and virtual meeting platforms is required. Occasional travel is required to attend field inspections, coordination meetings, and site visits throughout the district.

Fieldwork may expose the incumbent to:

- Outdoor conditions such as extreme weather, uneven terrain, noise, and proximity to traffic.
- Safety hazards associated with active construction or maintenance operations.
- Personal Protective Equipment (PPE) must be worn during site visits in accordance with Caltrans safety policies. The incumbent must be able to safely access remote field locations, sometimes requiring walking long distances or navigating rugged areas.

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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