

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/GS/OGDS	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 559-324-3135-xxx	REVISION DATE 06/23/2025

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 Transportation Engineer (Civil) provides technical expertise, support and recommendations on geotechnical topics as may evolve, commencing with the project planning phase and progressing through the design, construction, and operation phases of the State Transportation System. This position requires periodic travel to the Districts and field sites for periods of several days to weeks.

As part of your employment with DES there is a mandatory TE-Civil Professional Development Rotation Program that applies to all permanent full-time TE-Civils hired after January 1, 2017. Temporary relocation more than 50 miles from your permanent unit may be necessary for rotation assignments.

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, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, Integrity, 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, Employee Excellence - Collaboration, Innovation, Integrity, Pride, 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. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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50%	E	In the area of geotechnical engineering conducts geotechnical studies including site exploration, direction of laboratory testing, analysis and preparation of reports presenting recommendations, designs and specifications, including consideration of facility constructibility. These studies include and are not limited to design in the areas of structure foundations (shallow and deep), earth retaining systems, settlement and stability of embankments, stability of earth and rock slopes, geotechnical earthquake engineering including earthquake response, groundwater, and expansive soils. Conducts liquefaction and lateral spreading analysis and makes recommendations for mitigation and design.
15%	E	Reviews for both technical content and conformity to Department policies and procedures, consultant prepared and Department-prepared materials and geotechnical reports, plans, specifications, special provisions, and estimates for the geotechnical design and construction aspects of a variety of Department and special funded projects.
10%	E	Provides technical support to the District and the Division of Engineering Services construction personnel in the forms of, but not limited to, review of contractor requests for information, review of submittals and test results, on site construction inspections, evaluation of construction claims, and claims support. On site construction inspections could include but not limited to pile driving, non-destructive pile testing, support for backfill of earth retaining systems, geotechnical reinforced embankments, placement of structure backfill and roadway earthwork.
10%	E	Provides technical support to District Maintenance for remediation of earth related distress.
10%	E	Prepare and manage consultant contract task orders
5%	M	Special reports assigned by the supervisor for operational needs. Participate in geotechnical teams and geotechnical process and standards development.

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

Supervision is not a requirement of this position but the incumbent may act as a lead worker over employees in the Transportation Engineer (Civil), Engineering Geologist, Transportation Engineering Technician, Materials and Research Engineering Associate, or Foundation Driller classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Satisfactory performance in this position requires:

- A thorough knowledge of soil mechanics principles; soil behavior under various stress paths and stress conditions; laboratory and field soil and rock testing methods and procedures; developing site investigation plans based on landforms, outcrops and other factors; site exploration and sampling techniques and equipment; geotechnical field instrumentation methods and practices; and current computer applications. This knowledge is as normally acquired in graduate level course work in geotechnical engineering.
- Knowledge of earthwork and foundation construction methods, specifications, and quality control practices.
- Knowledge of Caltrans project development process, design and construction standards and maintenance practices
- The ability to conduct geotechnical information and data search.
- The ability to communicate effectively, both in written and oral form.

This position requires considerable analysis of engineering data involving geotechnical engineering related to specific site conditions. The incumbent must recognize potential geotechnical problems and reliably assess their probable effects on design study options and constructability, accurately determine the major factors leading to specific field problems, and ensure that viable geotechnical options are developed to effectively deal with the project.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires effective and timely response in all aspects of preparing and reviewing geotechnical design reports developed by Department personnel and private consultants. Delays in response to requests for services or failure to detect omissions and/or inadequacies in design recommendations could affect worker and public safety, result in tort liability, unneeded additional project costs, and result in contract delays, construction difficulties and substandard performance of completed facilities. May be called upon to make on-the-spot decisions for construction problems or emergency repairs.

PUBLIC AND INTERNAL CONTACTS

This position requires frequent and regular contact with personnel in the Department concerning geotechnical engineering matters related to in-house developed projects and projects developed by consultants. The incumbent will also have regular

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communication with consultants, contractors, manufacturers, vendors, local agencies, and other State personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to work on field and construction sites, lift and transport heavy equipment and materials, work with exploratory equipment and collect field data. Landslide and undeveloped sites are often rugged and heavily vegetated. Field and construction site surfaces are often uneven, may have open excavations and may be located on steep slopes. Weather conditions can vary between icy, slippery and wet to hot and dry. The incumbent must have the ability to traverse these sites and withstand exposure to the adverse conditions for long periods of time.

Must be able to carry and/or use field engineering equipment such as, but not limited to hand augers, surveying equipment, slope inclinometer equipment and core boxes. Other physical requirements of the job include the ability to reach overhead, push or pull, twist, climb, balance, bend, crouch, squat, crawl, and perform fine manipulation and may lift and carry 50 pounds. Hearing and sight are both essential to job performance because the incumbent must be able to hear and see directions, traffic, equipment, and other warnings or hazards thereby allowing the incumbent to perform duties safely. Corrected hearing is acceptable. Corrected sight must meet the CA DMV minimum visual acuity requirement. Night vision must be good for safety when working after dark. Incumbent may be required to work at night under artificial light.

While in the office, employees may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent will be responsible to ensure that assigned tasks are carried out in a professional, safe, and exacting manner and in accordance with existing policy, specifications, rules, work plans and guidelines.

The incumbent must grasp the essence of new information and master new technical and engineering knowledge; must have the ability to multi-task, adapt to changes in priorities, and complete tasks or project meeting strict deadlines with, at times, short notice.

The incumbent must possess the ability to develop and maintain cooperative working relationships, have a positive, productive, and friendly attitude, and maintain a willingness to learn while exposed to a variety of work environments.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. The incumbent will be required to work around bulky/heavy materials and equipment, and in proximity to vehicles traveling on active roadways. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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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