

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION North Region/Division of Engineering Services	
WORKING TITLE District Design Liaison	POSITION NUMBER 928-200-3135-XXX	REVISION DATE

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 the Engineering Services Branch Chief (a Senior Transportation Engineer), the incumbent serves as the Design Liaison responsible for assisting with geometric reviews, providing guidance and expertise on applying Design standards, reviewing and preparing design standard decision documents, review of route adoptions and denominations, assist with 2R vs. 3R determinations, Freeway Agreements, utility exception coordination, and encroachment policy exceptions. This role requires a license in Civil Engineering. Incumbent will act as a lead worker and assist other staff with the assigned project work. Incumbent is responsible for the distribution, direction, and oversight of assigned work, provide input on evaluations, and provide training to other branch members. Incumbent will participate as a project development team member.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration)
- **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. (Equity - Pride)
- **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 - Collaboration)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Prosperity - Integrity)
- **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. (Employee Excellence - Collaboration)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety - Integrity)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Safety - Innovation)
- **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. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

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

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40%	E	Attend project consultation meetings with the designated Design Office Chief, Design Engineer (DE), and Project Engineer (PE). Provide a thorough quality review of the draft Design Standards Decision Document following DE review. Consult with designers and oversight engineers and provide assistance and recommendations for resolution of design issues related to the geometric, pavement, or drainage design of their projects. Act as a subject matter expert in HDM, HSM, ADA, and Complete Street concepts and advocate sound and consistent engineering decisions. Coordinate with and make recommendations to Design Office Chiefs when requests are made for approval of Design Standard Decision Documents (DSDD's). Coordinate with and make recommendations to HQ Project Delivery Coordinator for nondelegated approvals. Monitor quality and process requirements in collaboration with HQ Division of Design. Coordinate with HQ Division of Design staff periodically to meet with Design Liaisons from other Districts. Share design knowledge and best practices with district staff through presentations and other methods as appropriate. Coordinate with fellow North Region Design Liaisons to ensure DSDD's are consistent across the North Region. Set up and attend annual (or as needed) process review meetings to review approved DSDD's from the three districts to assess consistency, trends, and process improvement areas, and to gather key performance measures requested by HQ DOD. Track DSDD's and prepare report of key performance measures and indicators. Archive DSDD's in statewide database (DRS). Provide Quality Control and Quality Assurance roles as identified in North Region Quality Management Plan as identified therein as roles of the DDL for design standards, route matters, and utility and encroachment policies.
30%	E	Act as North Region-Marysville representative at statewide Utility Engineer Work (UEW) Group meetings. Provide guidance to project development staff and management regarding utility and encroachment policy and procedure updates. Provide guidance and support to project development staff in the development of utility plans, conflict resolution and relocation efforts. Review and support preparation of encroachment and utility policy exceptions. Monitor to ensure input of utility as-built location data in the Caltrans' Utility Database (CUD). Ensure and track archiving of approved utility and encroachment policy exceptions into the statewide database (DRS).
20%	E	Review and prepare engineering documents, reports, plans, estimates and other engineering related information for projects, primarily providing quality assurance but also as a supporting role. Plans included but not limited to layouts, profiles, typical sections, title sheets, super elevation, diagrams, drainage, construction details, grading, utilities, traffic striping, stage, construction, detours, and quantities as well as the incorporated plans, specifications and estimate from DES and other functional divisions. Review, understand, and apply Caltrans' standards, manuals, guidelines, policies and directives to project reviews.
5%	E	Coordinate project impacts with local agencies and utility companies. Review and provide input on Agreements and Memorandum of Understanding (MOU) which outline responsibilities of cooperating parties and support the execution of agreements with local agencies.
5%	M	Coordinate and manage project work and records. Organize, facilitate, and attend project team meetings, public workshops, and training courses. Prepare general technical correspondence. Provide consultant oversight.

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
None. May act in a lead capacity on assigned tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of: Caltrans' design standards and policies, access control modification, surveying, hydraulics, hydrology and utility engineering; the various phases of transportation engineering, including planning processes; design procedures; construction materials, methods and practices; construction contract administration; traffic operations, maintenance procedures; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy.

Ability to: understand and implement the Caltrans project development process; follow departmental guidelines and procedures; delegate and insure completion of tasks; use computer software for design and drafting; understand construction contract documents; facilitate meetings; make effective presentations; prepare correspondence, and reports; communicate effectively and congenially both verbally and in writing; relate to and work with interdisciplinary project teams to build consensus, and identify and resolve project issues; deal effectively with people, including those within the organization, other government agencies, the

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public in general.

Analytical Requirements: analyze situations accurately; identify potential conflicts, confer with subject matter experts when appropriate, and adopt an effective course of action; review project schedules and determine appropriate level and timing of review; recognize issues that are significant and implement an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or decisions could affect public safety, affect environmental quality, cause project delay, and result in excessive cost for project construction or result in tort liability for the Department. Employee is responsible for timely completion of quality work while following established policies, procedures and guidelines including the proper use of State equipment.

PUBLIC AND INTERNAL CONTACTS

Routine contact by phone or in person with District, Region and Headquarters Caltrans personnel, contractors, engineering consultants, developers, representatives from other government agencies, the public, and industry representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit all for long and short periods of time using a keyboard and a mouse (fine manipulation), view a video display terminal and use a telephone. Incumbent is subject to sit, stand, kneel, stoop, bend, walk, drive, write (simple grasping), and lift files.

Incumbent may be required to master new technical knowledge, complete projects with short notice, adapt to changes in priorities, accommodate project changes, review lengthy reports, organize files, prioritize workload, adhere to procedures, solve problems, analyze data, perform research, and meet deadlines.

WORK ENVIRONMENT

While at their base of operation in an office setting, employee will work in a climate-controlled office under artificial light. During construction season, employee may be loaned to construction to work as a resident engineer, construction inspector, materials tester, or in surveys. Incumbent may be required to live away from their permanent residence during the week and work outdoors. During fieldwork, incumbent may be exposed to traffic, noise, dirt, water, uneven surfaces, and extreme heat or cold. Periodic travel is required for fieldwork and training. Periodic overtime and overnight travel is required. Travel may require the use of State supplied vehicles that vary in size. Possession of a valid California Drivers License is required when operating a state owned vehicle.

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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