

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D4/Design/Office of Design Sonoma and Solano	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 904-231-3135-	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 general supervision of a Senior Transportation Engineer and/or a Supervising Transportation Engineer, the incumbent serves as a Design Engineer in the Design team.

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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- 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, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
50% E	Prepares Plans, Specifications and Estimates for assigned projects and/or performs independent quality assurance (oversight) activities on projects designed by others in coordination with the Department's functional units.

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15%	E	Performs geometric engineering calculations to establish design controls and geometric design on highway projects.
15%	E	Prepares administrative, technical or statistical reports, prepares correspondences, participates in field investigations and safety field reviews, coordinates work with others, and prepares construction schedules.
10%	E	Prepares special studies, reports and maps for maintenance and freeway agreements, environmental document, public hearings, supporting documents, etc.
5%	M	Performs miscellaneous office duties as assigned. Maintains project files, attends meetings, prepares meeting minutes, etc.
5%	M	Reviews reports and documents from other Department functional units.

<sup>1</sup>ESSENTIAL 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 occasionally act as a lead person, assisting the Senior in the supervision and training of engineers and technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The duties of this position require moderate analytical work in engineering to assist in the preparation of contract plans, specifications, and estimates on highway design projects. He/she must also analyze compiled data for preparing project reports and other technical reports.  
The incumbent must have knowledge of Caltrans' design principles regarding horizontal and vertical alignment, curve computation, cross sections, quantity calculations, computer applications to transportation engineering and Standard Specifications and Standard Plans requirements. The incumbent must be familiar with Caltrans' project development process and Caltrans' policies and procedures.  
The incumbent must have the ability to prepare difficult plans and write and prepare specifications, write correspondence and prepare reports, analyze situations and take effective action to accomplish his/her assigned tasks. He/she must be able to direct the activities of personnel when required and to interrelate with other personnel to maintain an effective working environment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

he incumbent is responsible for making technical and/or engineering decisions, which may affect the development and construction of transportation related projects. He/she is also responsible for taking the lead in planning studies, drafting technical reports, making investigations and assisting in the training of engineers.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains a close working relationship with other District, Division of Engineering Sections and consultant personnel for the purpose of coordinating design activities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video-display terminal. The incumbent should be open to change, new information, new situations, and be able to adapt the work methods in response to changes and/or unexpected obstacles. Employees may be required to transport large parcels, objects and mail weighing up to 10 pounds from one location to another.

WORK ENVIRONMENT

While at the District Office, employees will work in a climate-controlled office under artificial lighting. Due to periodic problems with heating and air conditioning, the building temperature may fluctuate. Most employees will work at workstations and within cubicles.

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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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