

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 9 Engineering, Branch B	
WORKING TITLE Transportation Engineer (Civil) - Design	POSITION NUMBER 909-201-3135-xxx	REVISION DATE 12/05/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction and supervision of a Senior Transportation Engineer, the Transportation Engineer performs activities requiring engineering knowledge and skills and management skills for the preparation of plans, specifications, estimates, design drawings, written documents, presentations, and other related work for transportation projects. Follows the direction of a licensed professional civil engineer (Lead Worker) for project related tasks.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - 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. (Safety, Employee Excellence - Integrity)
- 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, Employee Excellence - Collaboration, Innovation)
- 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, Employee Excellence - Innovation, 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. (Prosperity - Collaboration, 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Innovation, Integrity)
- 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. (Prosperity - Collaboration, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Prepare and coordinate preparation of plans, specifications, estimates, design drawings and supporting documentation to develop and deliver transportation and facility projects in the role of project engineer. Collaborate with a project development team and other stakeholders to ensure projects are delivered within cost, scope, and schedule. Range D engineers will assign tasks and track progress of other engineering and technical staff.
25% E	Perform Computer Aided Drafting and Design (CADD) and manual delineation on different media types for project plans, design drawings, displays, plots, and other mappings. Use current drafting guidelines and tolerances.

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10%	E	Prepare technical and meeting documentation such as memorandums, transmittal letters, project reports, and design exceptions.
10%	E	Use complex mathematical skills for calculations such as quantities, elevations, and distances. Prepare design drawings such as construction details, cross sections, and vertical profiles.
10%	E	Collect and record project field data such as elevations and distances by using various survey instruments and other equipment. Research information relating to the project assignment through various records such as appraisal maps, as-built drawings, photo log and various reports.
5%	E	Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meetings such as staff, safety, project and public meetings.
10%	M	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.

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 does not supervise; however, the incumbent may be given the authority to lead in the absence of the supervisor. At Range D, the incumbent acts in a leadperson's role. The leadperson is expected to provide technical guidance, review work, assign tasks, and coordinate the activities of other engineers or engineering staff working on their assigned projects. A lead worker is expected to delegate project tasks to others but does not supervise. and their authority is limited to a non-supervisory role.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Knowledge of:

- Transportation design and construction terminology, methods, and concepts such as horizontal and vertical alignments, structural sections, typical section, traffic operations, hydrology and hydraulics, surveying, maintenance and construction work.
- Department design standards, manuals, policies, and directives.
- Functions and organization of other work units within the department such as traffic, surveys, right of way, office engineer, and hydraulics
- Department and work unit policies and procedures such as sexual harassment, violence at the workplace, discrimination, ethics, and state equipment usage
- Project management techniques such as monitoring project scope, cost, and milestones/schedules.
- Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work

Ability to:

- Use and/or adjust various office and field equipment such as survey, video, drafting, and reproduction
- Perform complex mathematical calculations.
- Use CADD systems and software to design, prepare and modify drawings
- Effectively communicate both verbally and in writing at a level required for successful job performance.
- Assist in planning and organizing project needs, and directing others.
- Prepare technical reports and other project related documentation

Analytically:

- Check accuracy of own work and the work of others.
 - Develop, review, and recommend project alternatives
 - Understand engineering principles design standards.
 - Analyze situations accurately and take effective action.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the technical information and engineering data upon which recommendations, conclusions, and decisions are based. Failure to provide accurate and timely information could jeopardize project and programmed delivery. Project delivery failure could lead to loss of department credibility, increased liability, and affect the cost and schedule of improvement projects.

PUBLIC AND INTERNAL CONTACTS

The majority of the contacts are with departmental staff. Occasional contacts can be expected with the general public, public agencies, and elected officials or their staff.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites or meeting locations.

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
 - Resolve emotionally charged issues reasonably and diplomatically.
 - Develop and maintain cooperative working relationships with all contacts.
 - Receptive to change, new information, and new situations.
 - Overtime may be required and vacation restricted during peak times and fiscal year-end closing.
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WORK ENVIRONMENT

The majority of the work performed will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Outdoor work to conduct project field reviews or collect project field data may occasionally be required. Fieldwork may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, heights, and moving vehicles or equipment.

Travel, one-day or overnight trips, may occasionally be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

The typical office working hours are between 7:30 a.m. and 5 p.m. Monday thru Friday, and 40 hours per week.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered 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.

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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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