

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D11/Eng Div/Signing & Striping Design	
WORKING TITLE Transportation Engineer, Range D	POSITION NUMBER 911-300-3135-129	REVISION DATE 11/13/2025

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 the Signing and Striping Branch Chief, a Senior Transportation Engineer, the Transportation Engineer-Range D performs engineering work involving the preparation of Signing and Delineation plans for projects. Guidance may periodically be received from the District Division Chief. The Transportation Engineer, Range D may be assigned by the Supervisor to be a Leadworker to train, guide and oversee the work of other staff within the branch. Transportation Engineer (Civil) Range D, requires the possession of a valid certificate of registration as a civil engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

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. (Safety, Equity, Climate Action, Prosperity, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (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, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Conducts and coordinates the technical preparation of Signing and Delineation related exhibits, quantities, estimates, and plan sheets for Project Initiation Documents, Project Reports, Plans Specifications and Estimates (PS&E) packages, Design Exceptions and Construction Contract Change Orders (CCO) for transportation projects. Assigns and reviews the work of others in the preparation of Signing and Delineation plans for projects and documents comments. A Transportation Engineer (Civil), Range D is in responsible charge of all such work as it relates to the traffic design and is responsible to ensure that a high quality product is prepared. Prepares, stamps and signs (with their professional engineering seal), project plans and CCO's, engineering drawings, and engineering reports. By stamping these documents, the Range D engineer is taking responsibility for the final documents, ensuring the technical contents have been prepared to meet or exceed all applicable regulations including minimum engineering design standards/requirements. The Professional Engineer Act states that it is unlawful for an employee to perform the duties mentioned above without possession of a valid license.
30%	E	Assists the Branch Chief in coordination of project activities with other Caltrans' functional units, and with the inquiries from the general public, other agencies, and consultants. Researches information related to project assignments through various sources including as-built drawings, various reports, policy memos and manuals. Conducts field reviews and collects and records data relevant to the assigned projects. Assists the Branch Chief with tracking project schedules and costs. Evaluates alternative traffic design solutions for transportation projects for greatest transportation benefit and project cost, and recommends an effective course of action to the Branch Chief. Uses, instructs and directs other branch personnel in the application of computer hardware and software, including personal computers and computer aided design and drafting (CADD) systems, to prepare traffic design plans.
15%	E	Attends training courses and provides informal training. Represents the Signing & Striping department by participating in internal and external team meetings and committees. Attends meetings such as staff, safety, project (PDT's, Constructibility Reviews, Field Safety Reviews, etc...) and public meetings. Assists the Branch Chief in developing and identifying training needs.
10%	E	Provides a communication link between the Branch Chief and assigned staff. Assists the Branch Chief with document reviews which may include encroachment permit applications, planning documents, and documents from public agencies as they relate to existing and future Caltrans' facilities. Prepares comments to public agencies for review.
5%	M	Performs other job-related duties within the scope of the classification.

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
Supervisory duties are the responsibility of the Senior Transportation Engineer, however; incumbent serves as lead worker. May act as lead worker to other Transportation Engineer, (Civil) Range A, B, and C. Position may have responsibility for functional guidance in training and assisting less experienced employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have the ability to apply fundamentals of traffic engineering and prepare neat and accurate quantity lists and plans in a timely manner. Must be able to recognize and apply the principles of good traffic design. Projects may involve signing, pavement delineation, detours, and construction staging. General analysis of these and other project-related aspects is desirable. Due to the complexity of transportation facilities, a thorough knowledge of project development procedures, standards, policies and practices is essential to be able to work with other divisions as an effective functional unit in the process of developing a project. Each project is unique and requires considerable analytical ability. Effective verbal and written communication skills are also essential. A broad background in the Caltrans' project functions including: design, planning, construction, maintenance, and operations is desirable. The ability to track project schedules and costs is also needed. Must be able to use the California Manual on Uniform Traffic Control Devices for Streets and Highways (CA MUTCD) to determine applicable signing and striping policies and standards. Must also be able to gather information by using the Standard Specifications, Standard Plans, and various Caltrans' manuals. The incumbent should have a good understanding of personal computer applications and CADD.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent must be a Registered Civil Engineer by the State of California and is in responsible charge of assigned work. The incumbent may be required to sign and stamp plans with their professional seal. Errors in judgment could result in redesign of projects or contract change orders in the field with associated increased costs. The incumbent's decisions made during the project development process will have a direct impact on the quality of the final transportation facility and the safety of the traveling public.

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PUBLIC AND INTERNAL CONTACTS

Coordination with other District Divisions (Design, Construction, Traffic Operations, and Maintenance) is required on a regular basis. Contacts may be made with people representing other districts, departments, outside agencies, consultants, and the public through formal/informal meetings, presentations, and written correspondence.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal. The office environment requires devoting lengthy periods of time reading printed documents and images presented on a computer screen as well as discerning details of maps and photographs. They may be required to move cumbersome plans and binders filled with documents from one location to another. The incumbent is responsible for adhering to the time constraints of the project schedule while maintaining project scope and quality. May become involved in the employee discipline process by providing input to the Branch Chief. The incumbent must have the ability to tolerate stress, and productively manage conflict and confrontation. The position will require field trips to project sites requiring the use of a hard hat, footwear, eyeware and vest. The incumbent must be able to perform duties described in this document in a safe manner that does not engender potential danger to oneself or others.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Multi-floor buildings are equipped with stairs and elevators. Incumbent will also periodically be required to travel and work outdoors and may be exposed to dust, noise, uneven surfaces, or temperature extremes. Possession of a valid California driver's license is required to operate a State 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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