

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D2/Maintenance & Operations/Permits	
WORKING TITLE Permit Inspector and Writer	POSITION NUMBER 902-397-3135	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 the Chief, Office of Encroachment Permits, the incumbent is responsible for receiving, reviewing, approving, issuing, writing and inspection of encroachment permit work. Technical writing, reviewing a wide variety of civil engineering documentation, working with the public, public officials, regulatory agencies, and internal departments, civil design and construction experience are key components of the position. Must have the ability to act independently to ensure Department standards are met. Experience with computer applications such as Microsoft Office products, Drafting or Design software, Databases and other web based applications is desired.

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 - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - People First, 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. (Prosperity - People First, 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. (Prosperity - Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity)
- **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. (Equity - Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Prosperity - Collaboration)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Meets on-site with permittee and/or their contractor to perform inspection of construction at the location of proposed encroachment, including traffic control set up and storm water; inspects during work and after completion to ensure sound engineering practices are employed as well as compliance with permit provisions. Meets and confers with permit applicants, internal departments, public utility corporations, local municipalities, and business interests relative to work proposed and/or authorized in the State right of way, particularly those involving individual interests that conflict with sound engineering practices and State and District policies.

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35%	E	Reviews engineering plans, specifications, work schedules, environmental and storm water documentation, hydraulics/drainage reports, material usage and other provided information including encroachment permit applications to ensure compliance with Caltrans Standards, ADA laws, drainage regulations, and to determine immediate and long-term effects of proposed encroachments to the State Highway System. Prepares written permits and permit reviews, incorporating comments of internal functional areas that comply with requirements of the Permits Manual, as well as other appropriate policies, codes, and manuals.
20%	E	Monitors permits for conformance with all applicable ADA regulations and standards and provides in-house expertise for ADA issues. Maintains vigilance and takes action on unauthorized encroachments within State right of way by making direct contact with offender, working with Maintenance on removal or initiating the red-tag process.
5%	E	Maintains permit records and databases to ensure proper procedures regarding encroachment permit issuance, monitoring and reporting, inspection, and permit closures are in conformance with State policies. Prepares written Permit Engineering Evaluation Reports (PEER) and design exceptions for certain types of encroachment permits. Prepares letters of rejection on disapproved applications and letters requesting additional information or modifications to plans and/or other application documents before a permit can be issued.
5%	M	Attends Project Development Team (PDT) meetings to represent the encroachment permit unit regarding policy, procedure, permits in progress, permit history, potential encroachments that should be further evaluated and/or unit resourcing.

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 leadworker role upon supervisor absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Education and experience in highway design, traffic operations, land development law, Americans with Disabilities Act, and hydraulics desired, as well as knowledge of construction methods and equipment, materials, rules, regulations, policies, restrictions, specifications and procedures for encroachment permits.

This position requires knowledge of storm water practices including familiarity with the Caltrans Permit, the General NPDES Permit, and local ordinances as required to implement State and Federal guidelines for storm water pollution prevention for construction activities.

Incumbent must be able to analyze situations for correct decisions and/or recommendations on very short notice. Must have ability to analyze the information and plans submitted with permit applications to ensure that the proposed work conforms to State standards and requirements and that sound engineering practices are employed.

Incumbent must be effective at communications with internal and external entities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Incumbent is responsible for issuance of encroachment permits, which involves reviewing applications, analyzing comments and recommendations made by District departments, and making the decision of approval or denial. Review includes how the permit will affect the safety and convenience of the traveling public and the preservation of the highway facility.

Failure of any one of these parameters could result in poor public opinion and/or confrontation, difficulty in maintaining good relationships with developers, property owners and local agencies. These conflicts result in the loss of efficiency of office staff and additional cost to the State due to appeals and claims against the State.

The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgment could jeopardize meeting project deadlines and loss of program dollars to the District. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action or possible termination.

PUBLIC AND INTERNAL CONTACTS
Incumbent will have daily contact with the public and employees; including State, County and City agencies; permittees and their agents; and elected officials to explain permit requirements, inform on storm water pollution prevention matters, obtain additional information and engineering details, and pass on engineering requirements.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Job assignments may be subject to telework, changes in work shift, work hours and workdays, and will require fieldwork and travel on short notice.

Incumbent will be required to use personal computers and telephones for long periods. Other physical activities will include working in an office cubicle; accessing files, manuals and other resources at various Caltrans and external offices; and transporting up to 15 pounds from low to high storage areas and to other office locations. The ability to transport large or cumbersome plans and diagrams from one location to another will be necessary. The ability to produce engineering drawings, both with and without the aid of a computer, will be necessary.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting; may be required to work from home and will be required to maintain a safe working environment when doing so; will be required to traverse moderately accessible office complexes, parking lots, highways and sidewalks; will be required to travel and work outdoors and will be exposed to dirt, noise, uneven surfaces, extreme cold and extreme heat, and other wooded and wildlife surroundings.

TELEWORK - This position may be required to telework from home in addition to office work at an assigned location. The amount and availability of telework and/or office work will be determined by the Department based on the functions of each position.

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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