

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 56/Maintenance-Special Programs	
WORKING TITLE Assistant Maintenance Complete Streets Coordinator	POSITION NUMBER 913-690-3135-918	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 supervision of a Supervising Transportation Engineer, and functional direction of the Senior Transportation Engineer (Specialist) in the office of Maintenance Special Programs, the Transportation Engineer (civil) position is responsible for assisting in managing the Maintenance Complete Streets Program. The incumbent will work in partnering with internal and external stakeholders in reviewing, developing, and updating websites, databases, GIS data, guidance, manuals, and electronic tools of Complete Streets facilities and inventory verification, validation, and condition assessment. The incumbent will assist in providing training and guidance to District Maintenance Engineers and other stakeholders on processes and best practices for Complete Streets. The incumbent works closely with Districts and other stakeholders to meet the Program's objectives and requirements. Some travel to meet internal and external stakeholders is required. A valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is highly 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. (Safety, Employee Excellence - Innovation)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Innovation, Stewardship)
- 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. (Employee Excellence - Collaboration, Integrity, 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, Employee Excellence - Innovation, 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, Climate Action, Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Climate Action, Employee Excellence - Integrity, 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, Employee Excellence - Equity, Integrity, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Collaboration, 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. (Safety, Employee Excellence - Collaboration, Innovation, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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35%	E	Assist in reviewing, importing, and exporting electronic data into GIS systems and various databases for Complete Streets inventory verification, and condition assessment. Assists in developing guidance on inventory data, develop dashboards, and exporting reports. Co-ordinate with other disciplinary functions to collect, analyze, understand, apply, and monitor various sources and sets of data relevant to complete streets decision-making. Assist in developing existing and future Complete Streets inventory using various databases to determine current and future equipment needs. Assist in compiling, tracking, developing reports, and assist in creating an electronic version of the Complete Street Tracking Form. Assists in funding opportunities and competitive efforts that help achieve goals and deliverables of the Maintenance Complete Streets. Conduct various other tasks that may be related to administrative, contract management, resource management, performance monitoring, research studies, case studies, pilots, and evaluating post-project outcomes, as related to maintenance aspects of complete streets.
35%	E	Assist with development, reviews, and updates to manuals, guidance as it relates to maintenance Complete Streets facilities from various stakeholders. Assists in providing training to Maintenance staff on maintenance best practices for complete street facilities. This will consist of, but is not limited to planning, organizing and attending statewide meetings with districts via phone conferences, or video conferences; prepares meeting agendas, presentations, reports, and other documents required.
15%	E	Works with Caltrans staff throughout the state to develop and implement a comprehensive, complete and accurate asset management database for Complete Streets facilities. The incumbent will assist the Complete Streets Coordinator with coordinating inventory and condition of complete streets facilities. Assist in evaluating IMMS charging codes to ensure proper charging practices for maintenance field activities are followed, exporting IMMS data and reports.
10%	M	Meets and confers with various functional units within Caltrans to develop and build strong partnerships with internal and external state, regional, and local stakeholders. Prepare special reports, correspondence. Participate in relevant seminars, conferences, and events, associated with complete streets, Caltrans mission, vision, and goals.
5%	M	Other Office-related exercises related to the maintenance of the State Transportation System. May act for the the Statewide Maintenance Complete Streets Coordinator, in their absence.

<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  
This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
knowledge of: The Department's various phases of transportation engineering; transportation related facility locations, standards, design, construction, operation and maintenance; concepts concerning research, planning, project management, right of way, accounting, programming and asset management; development of standards and policy; manual writing; database use and management; techniques for organizing, presenting to and motivating groups. Knowledge of state and federal statutes and regulations as they pertain to the delivery of transportation projects is highly desirable.

Ability to: Communicate effectively; work independently; research, plan, and manage its workload; analyze situations accurately and adopt an effective course of action; make effective presentations and provide training; prepare correspondence and reports; maintain and manage databases; develop guidelines for the Department and implement those guidelines statewide; establish and maintain friendly and cooperative relations with those contacted in the course of the work.

Analytical Requirements: Analyze data and standards to develop methods, priorities and policies for improvement of transportation related facility assets using engineering judgment and analysis and conveying those recommendations to management, and other stakeholders, such as members of other state agencies and public groups.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR  
Errors in judgment or lack of prompt action could impact the manner in which the Department responds and/or is able to continue business under its mandated function as owner and operator of the State Highway System.

PUBLIC AND INTERNAL CONTACTS  
Meets and confers with many different functional units within the Department, members of other state agencies, external

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partners, and public groups. Provides assistance and policy interpretation in all matters of transportation related facility planning and assigned responsibilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must assimilate and evaluate technical and procedural data from various resources to make objective recommendations; employee may be required to sit for long periods of time using a keyboard and video display terminal; must be able to organize and prioritize work, formulate effective strategies and apply innovative solutions to make improvements; may work in intense situations and must maintain focus during emergency situations and training practices to adapt plans in response to changing priorities or unexpected obstacles; must be able to develop and maintain cooperative working relationships. It also requires teamwork orientation to openly discuss issues and reach consensus.

Possession of a valid driver license issued by the Department of Motor Vehicles is required.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is desirable.

WORK ENVIRONMENT

The work environment requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and requires multi-tasking at times. Incumbent will be required on occasion to travel to district offices. Some field reviews will require the incumbent to work outside of the office along our state highways for short periods of time. The incumbent may do fulltime telework, but may occasionally be required to work in the office building in downtown Sacramento as needed. While at their base of operation, the incumbent will work in a climate controlled office under artificial lighting.

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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