

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 05-Maintenance Engineering - (05-1251)	
WORKING TITLE Project Engineer - Major Maintenance	POSITION NUMBER 905-600-3135-918	REVISION DATE 10/10/2025

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

GENERAL STATEMENT:

Under the general direction of the Pavement/Bridge/Drainage/Facilities Manager, a Senior Transportation Engineer, the Project Engineer will perform varied duties in support of the District 5 Maintenance Program. The primary focus will be on the development of plans, specifications, and estimates for Major Maintenance projects (Roadway, Roadside, Structures, Traffic Guidance, Electrical, Drainage, TBMP and Facilities) including those targeted for SB 1 funding. The incumbent will perform field reviews, identify possible solutions, and prioritize needs as necessary. Reviews and analyzes the current condition of the Maintenance Program assets. Works closely with HQ and other District programs to meet the Maintenance program's objectives and requirements. Makes special reports and provides recommendations with regard to the program element requirements. Coordinates with the District and HQ functional units for the preparation of project PS&E package. Reviews project priority and develops the annual project proposals for Maintenance Program. Prepares and delivers Minor B Projects and Service Contracts.

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. (Equity - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Integrity, 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 - 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. (Prosperity - 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. (Equity - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, People First, 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. (Equity - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity - Integrity, Stewardship)
- **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. (Equity - Integrity)

TYPICAL DUTIES:

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

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50%	E	Prepares plans, specifications and estimates (PS&Es) for Major Maintenance projects (roadway, roadside, bridge, traffic guidance, electrical, drainage, TBMP and facilities), including those utilizing SB 1 funding. Uses computer-based processes such as Microstation, Civil 3D, Microsoft Office and BEEs to develop a complete contract package. Collaborates with other function units to facilitate the development of the contract package including but not limited to interaction with Traffic Operations, Surveys, Environmental Branch, Storm Water, Right of Way, Construction and Office Engineer. As necessary, coordinates with external stakeholders and the public in order to achieve the desired delivery of the project.
25%	E	Prepare Minor B PS&E's and Service Contracts in support of the Maintenance program including those maintenance projects utilizing SB 1 funding; design and/or field support of Storm Damage work, and other special studies or projects as necessary. Interact with Maintenance field staff to assist in solving field related issues/problems. Assist the Pavement/Bridge/Drainage Manager by researching "as-builts", right of way maps, and historical documents as well as providing analysis and feedback on field related issues/problems.
10%	E	Assess and prioritize anchor assets (pavement, roadside, bridge, drainage, TMS, TBMP, maintenance facilities) to aid the Pavement/Bridge/Drainage/Facilities Manager in identifying District wide needs in support of SB 1 funding and the development of the District Ten Year Plan, and annual workplan for the Maintenance Program projects.
10%	E	Attend maintenance related training and innovative materials usage workshops in order to expand and apply knowledge of maintenance related topics such as strategy selection, materials applications, spread rates, site constraints, new technology, as well as new Departmental policies.
5%	M	Prepare project initiation documents for the SHOPP Program, with emphasis on the Capital Preventive Maintenance Program projects, including those utilizing SB funding.

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, person may be asked to act as a lead person in the absence of the Pavement/Bridge/Drainage/Facilities Manager.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a broad understanding of pavement, bridge, traffic, drainage, treatment BPM, and facilities strategies and their appropriate use within the Maintenance Program. Adherence to delivery schedules is imperative in order to deliver projects that meet the District allocation goals within each of the subcategories of funding (HM1 – Pavement; HM2 - Roadside, HM251 - Drainage, HM4 - Traffic Guidance, HM5 - Maintenance Facilities). Knowledge of technical factors involved in highway design, planning and construction, as well as a working knowledge of environmental factors and the project development process is required. The Project Engineer must have the knowledge and ability to organize and schedule work in order to meet project milestone dates. The ability to be creative and innovative not only in technical issues, but also in expediting the project delivery process, is imperative. Field work will be required to support the production of these projects and to perform storm damage related activities in support of Maintenance field staff.

Must be capable of understanding basic engineering solutions in roadway, roadside, bridge, traffic guidance, electrical, drainage, TBMP and facilities design and determining alternatives that provide the most viable solution, while considering engineering, political and economic issues. The incumbent must demonstrate the ability to plan and organize activities, assist on a wide range of matters concerning policy development of maintenance functions.

Must be able to work independently or as part of a team. The incumbent must have the ability to analyze complex problems and recommend effective courses of action, evaluate technical data, and make objective recommendations for maintenance related issues.

Must be able to work independently or as part of a team. Valid certificate of registration as a Civil Engineer in the State of California is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inappropriate use of a strategy could result in asset failure or damage requiring repairs. Repairs would place additional burden on Maintenance field crews and also impact the traveling public. Non-delivery or late delivery of projects will result in loss of District Maintenance funds. Inattention to detail will result in delay in project delivery. Delay could result in a loss of funding opportunities for the District.

The consequence of not considering all factors could be inconsistent or inappropriate application of maintenance methods, non

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compliance with permits and plans, procedural errors being incorporated into District policy documents and the misapplication of resources. It could also lead to regulatory fines, misapplication of resources and poor levels of service to the public. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely interact with other Caltrans personnel including Maintenance field crews, Headquarters Maintenance support staff and all levels of management to transmit and obtain relevant engineering information. Will have occasional contact with the public and external stakeholders. Those contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit long periods of time using a keyboard and video terminal. Employee must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must have the ability to manage and deliver multiple projects each year. Must be able to reason logically, recognize issues and develop solutions. Must be able to behave in a fair and ethical manner toward others, and demonstrate a sense of responsibility and commitment to internal and external stakeholders.

District wide travel will be required. Must have the ability to work near high speed traffic.

May need to move large files or reports from one location to another, which requires occasional bending, stooping, or kneeling.

Must have the ability to develop and maintain cooperative working relationships; act with discretion, and respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Use appropriate judgment in identifying issues that need to be elevated to the supervisor.

WORK ENVIRONMENT

While at their base location, the employee will be working in an office setting utilizing computer equipment. The work setting is primary open space with modular furnishings in a climate-controlled office. Employee may be required to work in close proximity to traffic as part of site or activity reviews. Employee may be involved in meetings and discussions with other agencies and/or parties. While performing field work, the employee will be required to travel District wide. Overnight stays may be required to facilitate field data collection. The incumbent will occasionally be required to travel throughout the District to attend various meetings and to perform field reviews. Employee may be required to work in close proximity to traffic as part of site or activity reviews. The incumbent may be exposed to dirt, noise, and fluctuating temperatures in an outdoor environment. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE