

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D7/Division of Environmental Planning	
WORKING TITLE Senior Transportation Engineer Noise and Vibration	POSITION NUMBER 907-170-3161-001	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 direction of the Office Chief, Supervising Transportation Engineer, the Senior Transportation Engineer (Civil) in the Office of Environmental Engineering supervises and performs professional engineering work pertaining to noise and vibration. The work is performed under the direction of a supervising transportation engineer. These duties require close collaboration with department staff, consultants, local agencies, and other partners.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers and one year of transportation engineering experience in the California state service performing duties comparable to those of an associate level engineer or Transportation Engineer (Civil), Range D is required.

CORE COMPETENCIES:

As a Senior Transportation Engineer, CT, 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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration)
- 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. (Climate Action - Stewardship)
- Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Collaboration)
- 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. (Employee Excellence - Collaboration)
- Understanding Others/Motivation**: Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Climate Action - Equity)
- 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 - Integrity)
- Workforce Management**: Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Collaboration)
- Technical Expertise**: Depth of knowledge and skill in a technical area. (Climate Action - Integrity)

TYPICAL DUTIES:

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

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40%	E	Conduct and supervise staff in performance of field reviews and investigations with respect to noise, and vibration impacts. Investigate and respond to public complaints regarding noise and vibration. Use of sound level meters and meteorological equipment, computer prediction models for noise and vibration studies. Supervise preparation of noise and vibration technical reports in support of Project Initiation Documents (PID) and Project Approval/Environmental Documents. Provide noise and vibration expertise during construction activities. Review contract plans and specifications related to sound wall construction. Provide support in developing Project Initiation Documents and oversight for technical reports prepared by others.
20%	E	Conduct and lead in team meetings. Represent the Department in public meetings and during scoping meetings as part of preparation/planning of Project Initiation Documents (PID).
20%	E	Maintain a current knowledge of noise and vibration laws and regulations, protocols, and testing methodologies.
10%	E	Provide general branch support, including preparing correspondence, reports.
10%	M	Serves on various task forces and committees as required. Prepares training materials, templates, and web postings.

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 supervises the technical work of transportation engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of Departmental policies pertaining to Noise and Vibration. This position also requires the knowledge of Department project development processes and regulatory requirements at both federal and state levels. The incumbent must have well-developed analytical skills to evaluate and resolve noise and vibration issues. The possession of a valid California PE license if required to establish and maintain employment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work performed by the incumbent will affect the efficiency and productivity of Caltrans projects. Lapses of judgment or errors in the performance of assigned tasks could result in injury to the Department's reputation, possible legal judgments against the Department and loss of confidence in the expertise of the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts closely with all staff from the division as well as other functional units in the department. This interaction can occur at all levels from the Deputy District Director to office clerks. The incumbent will come into contact with the public, federal agencies, local agencies, headquarters branches, and consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent interacts closely with all staff from the division as well as other functional units in the department. This interaction The incumbent must be capable of sustaining mental activity needed for problem solving and analysis. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements.

WORK ENVIRONMENT

The work environment will generally be in an office setting. Some field work is to be expected. Travel may be required to attend statewide meetings and conferences on administrative issues, but not on a frequent basis.

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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 headquarterd location as needed to meet operational needs.

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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.

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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