

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 10/Division of Maintenance/Maintenance Design	
WORKING TITLE Transportation Engineer (Designer)	POSITION NUMBER 910-600-3135-XXX	REVISION DATE 01/13/2026

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 Design Branch Chief (a Senior Transportation Engineer), the incumbent will provide support and assist the Senior Transportation Engineer with activities required to deliver Major Maintenance and Capital projects. The incumbent is responsible for preparing plans, specifications, and estimates (PS&E) for a variety of Highway Maintenance (HM), SB1, and Capital Minor B funded projects. Other duties may include the preparation of Project Initiation Documents (PIDs) for various HM and SB1 State Highway Operation and Protection Program (SHOPP) rehabilitation projects. Incumbent may also be loaned to construction as an inspector on HM projects. This position requires working independently and as a team member to complete assignments.

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. (Employee Excellence - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Integrity, Pride)
- **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. (Employee Excellence - Collaboration, Integrity, 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 - Collaboration, Equity, People First, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, People First)
- **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 - Collaboration, Equity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Collaboration, 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. (Safety, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Prepare plans, specifications and estimates (PS&E) for Major Maintenance and Capital projects. Develop title sheets, typical sections, layouts, profiles, drainage details, construction details, utilities, traffic striping, stage construction, detours, and summary of quantities.

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25%	E	Prepare construction contract standards that include the Standard Specifications, Standard Plans, Standard Special Provisions (SSPs). Utilize Contract Cost data, Standard Item Codes, and AASHTOWare System to prepare Engineer's Estimate. Prepare technical documentation such as memorandums, transmittal letters, and design exceptions. Provides updates on project status as requested.
15%	E	Coordinates with functional units that provide support needed to achieve project delivery. Makes requests to Environmental and Right of Way Units that provide the Environmental Documents and Right of Way Certifications. Requests Traffic Management Plan (TMP) and Lane Closure Charts from Traffic Management Unit. Requests drainage recommendations from Hydraulics Unit. Requests engineering and technical support from other units as needed.
15%	E	Prepares PID for programming into the SHOPP. Develop alternatives, purpose and need, estimates, and make recommendations for various rehabilitation transportation projects by using engineering knowledge and skills, and applying the appropriate design standard, guidelines, and manuals. Research as-built(s), project history files, encroachments permits, and conduct field reviews to obtain information needed to complete assignments.
5%	M	Facilitates project development team (PDT) meetings and provides recommendations to solve issues. Captures meeting minutes, documents engineering decisions, and maintains project files.
5%	M	Acts on behalf of Maintenance Engineering Office Chief and/or Deputy District Director of Maintenance when delegated during their absence.

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

Normally this position does not supervise, however the incumbent may be placed in charge or called upon to act as a lead person in the absence of the supervisor. Incumbent may also be called upon to assist with training of newly assigned personnel and student trainees. May also serve as lead worker on assignments involving more than one person.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possess a valid class C California Driver's License. California Registered Professional Engineer in Civil Engineering for Range D is preferred.

Knowledge of:

- Engineering Principles
- Mathematics and Geometry
- Design Principles
- Computer software including; E-mail, Word, Excel, PowerPoint, File Maker Pro, Microstation
- Project Development Procedures Manual
- Highway Design Manual

Ability to:

- Make engineering calculations
- Maintain a tracking database of active projects
- Express ideas, situations, plans and decisions clearly, both verbally and in writing
- Prepare plans, specifications and estimates (PS&E)
- Prepare PIDs
- Organize documents, ideas, and data when compiling information for management or functional staff
- Be open-minded to all possible solutions to problems
- Handle multiple priorities with minimal direction and prioritize work load to ensure milestones and deadlines are satisfactorily met
- Document information as it relates to specific projects, meeting minutes, phone conversations, e-mail, etc. Must communicate professionally with internal/external partners

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will provide engineering support to Field Maintenance and all functional units and is responsible to conform with Caltrans standards, policies and procedures in completing assignments. Errors in project recommendations and reviews could result in waste of employee's time, delay of projects, and incorrect data being relayed to functional units, increase construction costs, and tort liability for the Department.

The incumbent is responsible for working independently and exercising initiative in carrying out assigned duties.

The incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could

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lead to adverse action and possible termination.

Range D: The incumbent has responsible charge for PS&Es and is required to sign and seal engineering plans and documents.

PUBLIC AND INTERNAL CONTACTS

This position requires maintaining an effective, cooperative, and professional relationship with Project Managers, District Management, District and Central Region staff, Headquarter Divisions, local agencies and the public.

Contact with other State agencies, local agencies and the public is an essential part of the position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Must be able to develop and maintain cooperative working relationships with internal/external personnel.

The incumbent will be required to drive a company vehicle for field reviews which maybe through mountainous areas and for long periods of time.

Employee may be expected to move field equipment weighing up to 50 pounds, occasional bending, stooping, kneeling, walking, and digging while performing field work.

Conduct oneself in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

This is a remote working / office (hybrid position). Subject to ongoing negotiations, the projected schedule can range from two (2) to three (3) days in the office and two (2) to three (3) working from home.

At home, the incumbent will be will be working at a desk with two monitors, a laptop, docking station, and web-cam.

The incumbent will work at workstations within shared cubicles primarily in a climate-controlled office under artificial lighting. Building temperatures may fluctuate due to unexpected heating and air conditioning problems.

The incumbent may be required to travel in one-day trips as well as overnight trips and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather) and various terrain.

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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

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