

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D03 / Traffic Operations / Unit 0390	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 903-350-3135-XXX	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 the Branch Chief (a Senior Transportation Engineer), the employee produces signing and striping plans and estimates; prepares traffic handling plans and estimates; prepares detour plans and estimates; reviews draft contract special provisions for traffic items; produces preliminary signing and striping estimates for scoping documents; engages with Asset Management; gathers and validates district asset inventory/condition; consults with cities and counties on signing and striping projects; reviews plans and specifications prepared by consultants. Possession of a valid Driver's License is required to operate State owned or leased vehicles.

**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, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (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 - Collaboration, 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. (Employee Excellence - Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, 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. (Safety - Collaboration, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Preparation of project plans and estimates. Such plan preparation involves the preparation of construction area sign plans, traffic handling plans, detour plans, pavement delineation plans, and sign plans. The preparation of these plans requires the extensive use of Caltrans' manuals such as the Highway Design Manual, the California MUTCD, the Project Plan Preparation Manual, the Structure Design Aids for Overhead and Roadside Signs Manual, and the AASHTO manual for geometric design of highways. A thorough knowledge of the Standard Plans, Standard Specifications and Standard Special Provisions is required.

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20%	E	Review draft project PS&E packages for completeness as they relate to signing and striping. Applies knowledge of the Highway Design Manual, the California MUTCD, the Project Plan Preparation Manual, and the Structure Design Aids for Overhead and Roadside Signs Manual, in the review of these plans for adequacy.
20%	E	Review project plans prepared by other agencies. Applies knowledge of the Highway Design Manual, the California MUTCD, the Project Plan Preparation Manual, and the Structure Design Aids for Overhead and Roadside Signs Manual, in the review of these plans for adequacy.
10%	E	Assist Program Advisor to manage the gathering and validating of asset inventory and condition within the district to meet asset performance targets. Work with District Asset Management to incorporate asset needs into scoping documents.
5%	M	Provides consultation to Design, Construction and Maintenance Divisions, concerning traffic handling and detour plan issues. Provides engineering support to Construction Division for change orders.
5%	M	Perform special studies relative to signing, striping and delineation. Prepares preliminary estimates for draft Project Study Reports and draft Project Reports.

<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 will not supervise, however, the position will require the individual to be a leadworker over supporting engineering personnel.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of fundamental engineering principles, particularly as they pertain to geometric designs and traffic characteristics.

Knowledge of pavement delineation and signing practices.

Ability to organize, plan and complete work in a timely fashion.

Ability to communicate effectively in writing and verbally with other Caltrans personnel, other agencies, the general public and the private sector.

Knowledge of the functional and organizational characteristics of the Division.

Knowledge of District functions, policies, procedures, and operations.

Knowledge of computers and the Department's standard software: Microsoft Word, Excel, Microstation, IBM BEES program, and other engineering related software.

The ability to work independently, learn quickly, analyze situations, and communicate tactfully and effectively with a variety of people with different backgrounds, experiences and attitudes. design principles; Caltrans' standards and practices; and materials and equipment used in highway design, construction, and operations.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for the timely preparation of the signing, pavement delineation, and traffic handling portion of PS&E prepared by or for the North Region.

Consequences of failure in this responsibility can result in the loss of a project or in delays to the construction and completion of a project due to failure to meet target dates. This could disrupt community plans and statewide funding and planning schedules. Failure could also result in poor information to motorists, leading to complaints, possible tort liability or incorrect and improper signing and striping practices, and added expense to the State for correction.

**PUBLIC AND INTERNAL CONTACTS**

Must be able to respond to inquiries and provide accurate and factual information; should be able to deal effectively with others within the Department of Transportation; occasional contact with representatives of other agencies.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical requirements for this position include sitting for long periods of time using a keyboard and video display terminal and may require occasional bending, stooping and kneeling.

Mental requirements for this position include: the ability to multi-task, adapt to changes in priorities, and completion of tasks or projects with short notice. Other requirements include the ability to organize and prioritize large volumes of varied documents and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional requirements for this position include the ability to interact with many people and work with others in a cooperative manner. Other requirements include: ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with

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respect; open to change and new information; and adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

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## WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and extreme heat or cold.

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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