

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D04 Local Assistance/Division of Trans. Plng. & Local Assist.	
WORKING TITLE Local Assistance Area Engineer	POSITION NUMBER 904-110-3135-050	EFFECTIVE 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 supervision of a Senior Transportation Engineer, the Transportation Engineer (Civil) serves the Office of Local Assistance in the capacity of a Local Assistance Area Engineer (LAAE). The LAAE is responsible for assisting cities, counties, County Transportation Authorities/Agencies, Metropolitan Transportation Commission (MTC) and other local agencies in the administration of State and Federal aid transportation programs. The LAAE maintains thorough up to date knowledge of the federal aid process and the various federal and state programs to assist and guide local agencies in obtaining funding and implementing transportation projects in compliance with federal and state laws and regulations.

**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 - Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity - Integrity, People First)
- **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. (Equity, Employee Excellence - Integrity)
- **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, Equity - Collaboration, Equity, Integrity, People First)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Collaboration, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Equity, Employee Excellence - Integrity, People First, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Prosperity - Integrity)
- **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, Prosperity - Integrity)

**TYPICAL DUTIES:**

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

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35%	E	Provide guidance to representatives of local agencies, planning organizations (MTC and CMAs), and other affected agencies and organizations with the programming and delivery of Federal and State funded projects. This includes advising of Federal and State policy and procedures, assisting in managing state and federal funding programs, reviewing and processing Federal authorizations programmed in Federal Transportation Improvement Program (FTIP) and State California Transportation Commission (CTC) allocation funding requests for all phases of a project, Preliminary Engineering (PE), Right of Way (R/W), and Construction/Construction Engineering (CON/CE). Perform professional engineering work involving the review and acceptance or approval and processing of a variety of documents including field review forms, requests for authorization/allocation, time extension requests, progress invoices, contract documents, Plans, Specifications, and Estimates (PS&E) certification and checklist, construction contract award packages, contract change orders (CCOs), Final Report of Expenditures (FROEs), Public Interest Findings (PIFs), Quality Assurance Program (QAP), local agency DBE program and goals, Architectural and Engineering (A&E) consultant procurement submittals, and program/project agreements received from local agencies.
25%	E	Review and approve progress and final invoices submitted by local agencies for payment of federal and state funds. This includes review of award packages, detail estimates, CCOs, and participating costs. Determine if local agency invoice format and content are consistent with federal guidelines and conforms to the Local Assistance Procedures Manual (LAPM) and Local Assistance Program Guidelines (LAPG) requirements. Regularly monitor and follow up with inactive obligations. Review and process requests for authorization/allocation. Confirm FTIP or CTC allocation and ensure work performed and cost invoiced are consistent with approved scope and project limits approved by FTIP or CTC allocation. Ensure fund types, amounts and reimbursement rates are consistent with approved project finance letter.
20%	E	Conduct field reviews to determine the necessary amount of environmental and right of way coordination and to determine if a project is viable and scope is eligible for Federal and/or State funds. Conduct final and maintenance inspections in accordance with the LAPM. Participate in HQ process reviews and Federal reviews, and coordinate with audits of local agencies. Coordinate and review environmental documents, right of way certifications and other documents as required. This includes assuring that reviews and revisions are completed. Coordinate with Construction Oversight Engineer on construction issues as needed.
10%	E	Assist district program coordinators in activities needed for various federal and state programs such as ATP, HSIP, ER, HBP, FTA, etc. This also includes any reporting assignments requested by HQ and Federal Highway Administration (FHWA).
10%	M	Provide formal and informal training to local agencies on the federal and state requirements, participate in internal and external teams and committees, and attend meetings such as project and coordination meetings.

<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**

Will not supervise others, but may act in a lead capacity on specific assignments. These team assignments may be made up of members of the administrative, engineering, and environmental planning classifications. May also assume the duties of the branch chief in his/her absence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have education or experience equivalent to graduation from college with major work in Civil Engineering. The incumbent must have knowledge of transportation facilities, design principles, computer applications to transportation engineering, processes of project development and basic accounting practices. The incumbent must have the ability to evaluate and analyze projects for compliance with federal and state requirements. This requires creativity in developing strategies to advise local agencies on efficiently implementing and processing their projects. The incumbent must be practical and flexible in the application of continually evolving federal and state regulations.

The incumbent must have good oral and written communication skills. The incumbent must be able to understand the LAPM and LAPG, and apply information from the manuals in processing local State and Federal transportation projects. The incumbent is required to provide training to and exercise indirect supervision of local agency representatives.

The incumbent must be able to recognize and process time-sensitive documents in a courteous and expeditious manner. The incumbent must be able to manage many projects and priorities simultaneously. The incumbent must possess skill in performing

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increasingly responsible and varied assignments under decreasing degrees of supervision.

The ability to use a computer and associated software (MS Word, Excel, Access, Outlook, MS TEAMS, FileMaker Pro, other databases) is essential.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the review and acceptance of PS&Es for federal aid participation as well as the review of CCOs, and the approval of progress billings and FROEs submitted by local agencies. Misunderstanding federal requirements could result in a determination of federal non-participation in the project. Inaccurate reports could result in late and/or faulty payments to local agencies. Any problems would then require resolution with the state accounting or auditing departments. Improper final inspection of fieldwork could result in an unacceptable project with loss of federal participation. Miscommunication with stakeholders will jeopardize project delivery and may cause loss of funding to local agencies.

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### PUBLIC AND INTERNAL CONTACTS

This position involves extensive contacts in person, by phone and in writing with local agency planning, design, construction and accounting personnel as well as their consultants. Good rapport with co-workers, HQ staff, local agency staff and their consultants, and FHWA personnel is necessary to accomplish the job.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent must be able to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems, and provide prompt and courteous responses. The incumbent is required to participate in field reviews when requested by the local agency. The field reviews include project initiation and implementation, and post-construction inspections. The incumbent is required to travel in and out of the District to participate in meetings and training when required by the job.

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### WORK ENVIRONMENT

Most of the positions within the Office of Local Assistance require interaction with many people. It is important that employees work with others in a cooperative manner. The incumbent works in front of a computer system with long periods of working in a sitting or standing position. The headquartered location is in a climate-controlled office with artificial lighting.

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.)

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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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