

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D5 Environmental Analysis	
WORKING TITLE Hazardous Waste, Air, Noise, and Water Quality Specialist	POSITION NUMBER 905-156-3135-XXX	REVISION DATE 9/4/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direction of a Senior Transportation Engineer, the Transportation Engineer performs a variety of engineering tasks relating to transportation project impacts on hazardous waste, noise, air quality, and water quality. The Transportation Engineer prepares environmental engineering technical reports (HW, air, noise, and water quality), works closely with appropriate agencies to help develop Best Management Practices, reviews district PS&E packages, and prepares non-standard specifications. The Transportation Engineer provides technical oversight for studies for Local Agency projects, prepares task orders, and manages reviews and evaluates technical studies and reports prepared by consultants. The Transportation Engineer may also be involved in design and monitoring of mitigation measures related to hazardous waste, air, noise, and water quality. The Transportation Engineer may prepare portions of general environmental documents. Occasional travel and overnight stays may be required. Possession of a valid driver's license is required when operating a State owned or leased vehicle.

**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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Innovation, 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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	Identify and evaluate existing and potential conditions resulting from transportation projects to decide the proper course of action for hazardous waste, noise, air, and water quality investigation and mitigation. Prepare technical study reports (hazardous waste, noise, air, and water quality) for environmental documents, recommend mitigation for project impacts, and monitor effectiveness of mitigation measures. Research and make recommendations for minimization measures for operational and construction noise, air and water quality impacts.
20%	E	Writes task orders and oversee the work of consultants for the performance of hazardous waste, noise, air, or water quality studies. Performs consultant oversight of studies for Local Agency projects. Review plans, specifications and estimates (PS&E) to ensure all environmental commitments are included or have been addressed. Conduct constructibility reviews for projects in PS&E. Review and prepare non-standard specifications.
15%	E	Act as a Project Development Team member or provide support to team members; participate in public meetings and hearings; coordinate with local, state, and federal agencies. Coordinate with Headquarters and other Caltrans units on hazardous waste, noise, air, and water quality procedures. Interpret and apply new regulations and health standards.
10%	E	Prepare preliminary plans, estimates, and contract specifications for hazardous waste, noise, air, and water quality. Performs 30%, 60% and 95% constructibility reviews for projects in PS&E; attend PS&E constructibility review meetings.
5%	E	Review environmental documents as they relate to hazardous waste, air, noise, and water quality studies to ensure correct summarization. Preparing text for newspaper notices, public meeting handouts, and display boards; providing information and answering questions at public meetings.
5%	E	Maintain files of all documents prepared and update the Caltrans environmental database according to county, route and post mile.
5%	E	Respond to public comments about highway noise when no construction project is involved (HB311 Program). This includes field studies and a follow-up report to the local transportation agency, and to the homeowner.
10%	M	Works with Construction staff to assist with monitoring of ongoing construction projects to promote quality and consistency with environmental commitments.

<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**

No supervision responsibilities are typically required. The Transportation Engineer may serve in a lead person capacity as part of an interdisciplinary team performing environmental technical studies and preparing reports. The Transportation Engineer may work with and perform routine oversight of consultants, student assistants, and rotating engineers.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

Hazardous waste, noise, air, and water analytical testing methods

Relative toxicity and effects of common hazardous waste and air contaminants

Physical and geophysical testing methods

Interpretation of chemical and physical testing results and statistical methods

Type, behavior and relative hazards of contaminants in the environment

State and Federal laws and regulations relating to the environment: hazardous waste, noise, air, and water quality

Caltrans policies, procedures and methods regulating hazardous waste, noise, air, and water quality

Nature and behavior of hazardous waste, noise, air and water.

State, local, and regional governmental organizations related to environmental planning, hazardous waste noise, air, and water quality

Natural, physical and earth sciences

Trends in environmental and urban and regional planning

Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations

General Principles and techniques of research and statistical analysis

Methods and techniques of environmental impacts

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Various types of public facilities and how they service the community

Geologic resources and processes, survey equipment and techniques

Principals of hydrogeology, fluvial geomorphology, hydrology, hydraulics, climatology, ecology, aquatic species, slope stability, soil science, soil mechanics and structure

Abilities to:

Analyze environmental situations accurately

Gather and analyze data and technical information

Prepare written reports

Use a noise meter to measure sound

Use an XRF lead analyzer

Use the EMFAC, CALINE, AERMOD and TNM programs to predict air quality and noise impacts

Operate field and laboratory-based equipment to identify significant water quality concerns

Work effectively with others as an interdisciplinary team member

Conduct interviews for data gathering

Apply general techniques of insuring participation in the planning process

Establish and maintain cooperative relationships with the District, Caltrans, the public and outside agencies

Recommend appropriate mitigation measures for impacts

Assist in negotiation by management for environmental approvals

Analytical Requirements:

Performing increasingly responsible and varied assignments under decreasing degrees of supervision

Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process

Research, analyze and summarize technical data both manually and with computer programs

Interpreting maps, site plans, building plans, specifications, graphs and statistical data

Preparing clear visual displays, such as maps, graphs, and illustrations

Make clear and persuasive presentation of ideas; preparing clear, concise and complete technical reports, correspondence and other written materials

Work with and advise other agencies and the public

Must keep current with the latest literature, guidance, regulations, and procedures for technical environmental issues

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Transportation Engineer independently makes decisions relative to the collection and analysis of data and report content.

The incumbent makes recommendations regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources. Failure to identify issues early and bring these to the attention of the supervisor can result in project delay or cost increases. Errors may delay project clearances or require that work be redone.

Incumbent is responsible for his/her actions, decisions, quality of 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 lead to adverse action and possible termination.

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PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with other Environmental staff, Project Managers and engineering staff to ensure timely project delivery. As required, the Incumbent will work with headquarters and other functional units, as well as staff from local, state and federal agencies. Some contact with the public may be required. In these and all interactions, it is expected that the Incumbent will represent Caltrans in a professional and cooperative manner.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a computer. May be required to move large or cumbersome reports and/or equipment. While performing field reviews, employee may be required to work on uneven terrain, lift, carry, bend, kneel and stoop. The workload is subject to frequent, substantial, and unexpected changes. Must be able to organize, prioritize, concentrate for long periods of time, formulate effective strategies, multi-task, adapt to changes in priorities, and complete complex tasks or projects with short notice. Must quickly grasp new information and comprehend technical policy and procedural documents.

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WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment in a cubicle-based office setting; in a home office as part of an approved telework agreement between the incumbent and the employer; and in the field in locations ranging from office buildings to locations on/or adjacent to the State Highway System. These situations may expose the incumbent to potentially unsafe situations, and the incumbent will be required to take mandated trainings and adhere to safe work and field practices. The incumbent may be exposed to extreme weather conditions during field reviews. 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

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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. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate. Working hours will be set sometimes between 6:00am and 6:00pm. Employee must be reachable during work hours while teleworking. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Occasional overtime, travel, and overnight stays may be required.

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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