

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D03 / DPLAS / Advance Planning	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 903-800-3135-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 direction of a Senior Transportation Engineer, the incumbent is responsible for preparing Project Initiation Documents (PIDs). Responsibility includes conducting engineering feasibility studies, preparing conceptual plans based on preliminary geometric designs, calculating preliminary cost estimates, and writing draft and final reports. The incumbent may serve as a team lead or work independently on assigned projects. Possession of a valid California Drivers License is required when operating a state owned or leased vehicle. A Professional Engineering License is required for Range D.

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.

- **Flexibility and Managing Uncertainty:** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - Collaboration, 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. (Prosperity, Employee Excellence - Collaboration, Equity)
- **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, Climate Action - Collaboration, Innovation)
- **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. (Climate Action, Prosperity, Employee Excellence - Equity, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, Integrity, 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. (Safety, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **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. (Equity, Prosperity, Employee Excellence - Collaboration, 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. (Equity, Employee Excellence - Collaboration, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
40% E	Prepare and review Project Initiation Documents (PIDs), which is required in the planning phase of project development for programming major projects. Coordinate PID activities with functional units in the District, Headquarters, Regional and Local agencies, and the Federal Highway Administration as required to produce quality PIDs and to ensure compliance with State and Federal regulations and standards. Utilize Highway Design Manual and Project Development Procedures Manual as well as other design manuals to prepare a PIO that will form the basis for programming and designing the project.

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30%	E	Involved in the preparation and review of plans, designs, and reports as required in order to meet project schedules. Responsible to write reports, respond to correspondence, study alternatives, prepare project plans and cost estimates, review PIDs and estimates for completeness and accuracy. Conduct field visits to review project sites and gather information for reporting.
20%	E	Establish, collect, analyze and interpret engineering data utilizing computer aided applications to compile engineering data. Provide technical quality assurance and support to Local Agencies and private developers in developing PI Os sponsored by these entities.
5%	E	Review of Project Reports, IGR/CEQA documents, project proposals by other agencies, permit proposals, and proposed Right of Way air-space leases.
5%	M	Performs various analyses and special projects as assigned by the Senior Transportation Engineer. May act in the absence of the Senior Transportation Engineer.

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

None. May act as lead person over a team of engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be a licensed professional engineer in the State of California, if a Range D Transportation Engineer. Knowledge of state of the art principles and standards of transportation facility selection including the transportation engineering process for development of transportation facilities; traffic analysis including capacity, level of service and safety; and engineering economics. Knowledge and ability to use Microstation/ACAD and various other computer software. Ability to analyze transportation performance in terms of service, safety and cost effectiveness; prepare comprehensive reports on studies and investigations; coordinate or direct field reviews; direct studies involving multi-agency and multi-disciplinary coordination. Ability to handle engineering work that is complex and broad in scope. The work also requires effective communication and analytical skills enabling the engineer to make sound and effective judgments and decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for assuring the professional integrity of recommendations based on proper use of engineering principles and analysis, and for interpreting departmental policies relative to transportation facilities. Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department.

PUBLIC AND INTERNAL CONTACTS

Frequent contact is required in person, in writing and by telephone with personnel within the Department, other agencies, private interests, political representatives, and the public at large. Incumbent may be designated as the primary contact for most correspondence that is required for the assigned projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit all for long and short periods of time using a keyboard and a mouse (fine manipulation), view a video display terminal and use a telephone. May be required to move large or cumbersome plans and project documents from one location to another. May be required to drive long distances for project related activities. May be required to travel for training purposes to various locations throughout the State of California. Must maintain an even mental balance of analytical process for multiple projects. Must be able to handle accelerated project schedules. Must maintain emotional stability under stressful and a rapid paced working environment.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate controlled office under artificial lighting. Incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Periodic travel is required for fieldwork and training. Incumbent may be required to work overtime and may remain in field locations in rural areas without facilities.

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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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