

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CURRENT/PROPOSED

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/SES/ODTS/Special Designs Branch	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 559-220-3135-xxx	REVISION DATE 08/27/2025

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 Bridge Engineer of the Special Designs Branch (SDB), Office of Design and Technical Services (ODTS), within Structures and Engineering Services, the Transportation Engineer (Civil), will assist the Project Engineers, staff engineers and detailers with a wide variety of professional engineering work in either an office or field setting. Duties include preparing plans and specifications for bridges, walls, underground structures, barriers and sign structures by performing calculations, preparing structural analysis using computer software, and developing design details in accordance with design specifications, Memos to Designers, Bridge Design Aides and other reference material. As incumbents progress in experience they will be assigned more difficult work. May function as a lead person over the activities of various engineering and technical personnel, and perform other work-related duties as assigned.

The possession and maintenance of a valid professional engineer's license in the State of California is highly desirable.

As part of your employment with DES there is a mandatory TE-Civil Professional Development Rotation Program that applies to all permanent full-time TE-Civils hired after January 1, 2017. Temporary relocation more than 50 miles from your permanent unit may be necessary for rotation 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. (Equity, Employee Excellence - Collaboration, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Integrity, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Prosperity, Employee Excellence - Collaboration, 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. (Safety, Employee Excellence - Collaboration, Equity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Equity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, 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, Equity - Collaboration, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Equity, Employee Excellence - Collaboration, Integrity)

**TYPICAL DUTIES:**

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

**ADA Notice**

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45%	E	Assists Project Engineers, staff engineers and detailers in preparing plans and specifications for bridges, walls, underground structures, barriers and sign structures by performing calculations, preparing structural analysis using computer software, and developing limited details in accordance with Memos to Designers, Bridge Design Aides and other reference material.
25%	E	Prepares planning studies by investigating proposed structure location, span lengths, vertical clearance requirements and staging issues noted in the District planning request. Selects the most viable structure based on the District supplied data and design guidelines.
15%	E	Calculates material quantities from structure plan sheets to develop the items listed in the Engineer's Estimate. Examples of quantities include computing the volume of structural concrete, the length of piling, the number of bearing assemblies, etc. These values are readily obtained from simple geometric computations of the structure plan details.
5%	E	Performs independent review of plans, specifications and quantities prepared by other engineers and detailers to ensure product meets established quality standards for design and detailing. Uses checklists, Memos to Designers, Bridge Design Aides and other reference material in completing the checking process.
5%	E	Assists the Branch Chief to provide resource estimates and develop schedules for projects in the Capital Outlay Support and Non-Capital programs. Communicate with the PLEs and District Project Managers on delivery/ resource issues. Tracks changes in project scope, schedule, and resource requirements using project database tools.
5%	M	Assists the Branch Chief with Task Management activities involving email correspondence using the business group inbox. Responsibilities also include archiving emails and work requests received. Such duties are important to ensure the branch maintains prompt customer service responses. Assists the Branch Chief with the control of documents and records in our quality processes. Assist and participate with the annual DES audit process along with periodic internal office audits. Assist with updates to the office quality management plans. Assists with ADA-compliance of documents and quarterly posting of Bridge Standard Details.

<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 does not supervise other employees, but must work as a member of a team. May function as a lead person over the activities of various engineering and technical personnel.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of basic principles of physics, chemistry, and mathematics as applied to civil engineering.
- Knowledge of stress analysis; structural mechanics; strength, properties and applications of construction materials; mathematics as applied to civil engineering; methods, tools and equipment used in design, estimating and specification writing.
- Ability to make independent structural analysis; prepare calculations that can be used by detailers and others; interpret building codes and design specifications; work effectively with other people.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

- Has the professional responsibility to assure the safety of the traveling public at a cost that is an effective use of public funds.
- Errors in judgment and decisions could affect public safety or result in liability for the Department
- Structural failure can be catastrophic due to loss of life, disruption in goods movement, and/or delays to the traveling public.

**PUBLIC AND INTERNAL CONTACTS**

Maintains communication with all personnel working on the projects to which incumbent is assigned, including other Caltrans personnel, contractors, engineering consultants, and industry representatives to transmit or obtain relevant engineering information. These contacts will be verbal or written, as needed, to perform assignments.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employees may be required to sit for long periods of time using keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams. They may also be required to move large or cumbersome plans and diagrams from one location to another. May be required to lift/move/carry various types of portable equipment, which may weigh up to 50 pounds, around the work site or when out in the field.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods or fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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