

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/METS/OMMIA/MMB	
WORKING TITLE Transportation Materials Engineer	POSITION NUMBER 559-319-3135-xxx	REVISION DATE 03/17/2026

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 the Senior Bridge Engineer, the Transportation Engineer (Civil) provides technical coordination, engineering analysis, and operational support for the Materials Management Branch's data systems and business processes that enable the Department's assessment, acceptance, and documentation of materials used in the State's transportation network. The position is headquartered in Materials Engineering and Testing Services (METS) in Sacramento, CA. The incumbent will perform a wide variety of professional engineering work in the Department. This work is performed on highway construction projects involving bridges, roadways, buildings, and other highway infrastructure managed by the department. The primary responsibility of the incumbent is to represent METS on ongoing projects to deliver technical coordination in materials engineering expertise and ensure compliance with contract documents during all phases of the project. Work is performed in both an office and field setting with frequent trips to various job sites and manufacturer facilities.

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. (Prosperity - Collaboration, Innovation, People First)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, 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 - Collaboration, Integrity, People First)
- **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. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, 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 - Collaboration, Integrity, Stewardship)
- **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)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Employee Excellence - Collaboration, Equity, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Equity, Employee Excellence - Collaboration, Equity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, People First, Stewardship)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Technical coordination on materials engineering and testing, develop, and maintain the METS materials management systems and documentation for the Data Interchange for Materials Engineering (DIME), Statewide Independent Assurance Database (SIAD), Job Mix Formula (JMF) review application, and the internal J2 materials management system, and other support as needed.
25%	E	Support the Product Evaluation Program (PEP) and Authorized Materials Lists (AML), including the bi-annual meetings, mid-quarter reports, quarter reports, development and maintenance of the PEP database, and other support as needed.
15%	E	Support the development and maintenance of the METS Materials Administration processes, including the CEM-3101 and e3101 processing.
10%	E	Support the maintenance and development of the Repository of Continuing Knowledge (ROCK) to ensure appropriate METS documentation and records control.
10%	M	Provide additional support to MMB as needed.

<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**

None. May act as lead worker.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have a good understanding of functions and organization of the Department, related policies and procedures of the Department and DES. The incumbent must also have broad knowledge of the Department's construction standards and materials administration. The incumbent must possess the ability to write clear and concise letters and reports. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is desirable. The incumbent must be knowledgeable of the Department's mission, goals, and programs; laws, rules, and policies of the State of California. The incumbent must possess knowledge of pertinent statutes and regulations regarding resources, contracts, and general office operations. The incumbent must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations on all issues relating to this position. The incumbent must be able to use sound engineering judgment when making recommendations and conclusions. Knowledge of and ability to use personal computer equipped with e-mail (Microsoft Outlook), word processing and spreadsheet software including Microsoft Office.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent will initiate, and make changes to data systems, material policies and material specifications. Failure to carry out these responsibilities could result in:

- Additional engineering or extensive delays and impacts on project delivery.
- Significant impact on the internal and external operation of DES, as well as the Department.
- Poor stakeholder satisfaction, and a loss of confidence in CalTrans as a responsible public agency.
- Diminished opportunities to improve the quality of the project delivery processes.
- Adversely affecting quality, safety and sustainability of transportation systems.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent has frequent contacts with vendors, DES staff and CalTrans staff. Other contacts include manufacturer's representatives, contractors, national committees, and other state and federal agencies. The incumbent is expected to keep supervisor informed regarding all external communications. The incumbent is expected to handle these contacts with professionalism at all times and gain and maintain the confidence and cooperation of those contacted during the course of work.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. The incumbent must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing. The incumbent must have the ability and

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aptitude to utilize a personal computer to update, retrieve, and analyze information. Must be able to multitask while regularly responding to e-mails and phone calls. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce. The incumbent may be subject to irate vendors or contractors and must be able to handle them in a calm, professional manner. The incumbent must possess the ability to formulate effective strategies consistent with the DES' business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates

**WORK ENVIRONMENT**

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of 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.

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