

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/GS/OGDW	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 559-315-3135-XXX	REVISION DATE 09/19/2025

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 Transportation Engineer or a Senior Engineering Geologist, the Transportation Engineer (Civil) performs geotechnical investigations, provides technical expertise and geotechnical recommendations on topics of varying complexity from planning phase through construction on the State Transportation System. Also provides geotechnical support for the maintenance and operations of the system. Performs geotechnical emergency response including storm damage, wildfire, and earthquake. This position requires periodic travel to job sites for both field and office work in the Districts for periods of several days to weeks during the day and night.

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. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Innovation, 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. (Safety, Employee Excellence - Collaboration, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity - 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. (Prosperity - Collaboration, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Innovation, Pride, Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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50%	E	Conducts geotechnical engineering studies including performing geotechnical investigations, assigning laboratory testing, performing analyses and preparing reports presenting recommendations, designs and specifications, including consideration of constructability. These studies include and are not limited to design in the areas of structure foundations (shallow and deep), earth retaining systems, settlement and stability of embankments, stability of earth and rock slopes, geotechnical earthquake engineering, groundwater, and expansive soils. Performs liquefaction and lateral spreading analysis and makes recommendations for mitigation and design. Manages multiple work assignments, plans work, follows quality management system, and maintains progress to ensure meeting project due dates. Updates project information and progress in the Geotechnical Design Project Tracking. Manages geotechnical project documents and files them according to the Geotechnical Design Records Management System and retain GS project records according to the Geotechnical Archive Guidelines.
15%	E	Reviews for both technical content and conformity to Department policies and procedures, consultant-prepared and Department-prepared documents including geotechnical reports, plans, specifications, special provisions, and estimates for the geotechnical design and construction aspects of a variety of Department and special funded projects.
10%	E	Provides technical support to the District and the Division of Engineering Services construction personnel including review of contractor requests for information, review of submittals and test results, on site construction inspections, and claims support. On site construction inspections could include pile driving, non-destructive pile testing, support for backfill of earth retaining systems, geotechnical reinforced embankments, placement of structure backfill and roadway earthwork.
10%	E	Provides technical support to District Maintenance for remediation of earth related distress. Provides technical support to District Operations including encroachment permit reviews. Supports Caltrans Legal in matters involving geotechnical.
10%	E	Prepares and manages consultant contract service requests and task orders.
5%	M	Prepare special reports assigned by the supervisor for operational needs. Participates in geotechnical teams for developing geotechnical processes and standards.

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

Supervision is not a requirement of this position but the incumbent may act as a lead worker over employees in the Transportation Engineer (Civil), Engineering Geologist, Transportation Engineering Technician, Materials and Research Engineering Associate, or Foundation Driller classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Satisfactory performance in this position requires:

- A thorough knowledge of soil mechanics principles; soil behavior under various stress paths and stress conditions; laboratory and field soil and rock testing methods and procedures; developing site investigation plans based on landforms, outcrops, and other factors; conducting site exploration and selecting sampling techniques and equipment; geotechnical field instrumentation methods and practices; and current computer applications.
- Knowledge of earthwork and foundation construction methods, specifications, and quality control practices.
- Knowledge of Caltrans Project Development process, design and construction standards, and maintenance practices.
- The ability to research geotechnical information.
- The ability to communicate effectively, both verbally and in writing.
- The ability to analyze geotechnical engineering data. The incumbent must recognize geotechnical problems and concerns and assess their probable effects on design options and constructability. The incumbent must use the data and apply analyses to evaluate problems and concerns. They must ensure that viable geotechnical options or recommendations are developed to effectively support the project.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires effective and timely response in all aspects of preparing and reviewing geotechnical design reports developed by Department personnel and private consultants. Delays in response to requests for services or failure to detect

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omissions and/or inadequacies in design recommendations could affect worker and public safety, result in tort liability, unneeded additional project costs, and result in contract delays, construction difficulties and substandard performance of completed facilities. May be called upon to make on-the-spot decisions for construction problems or emergency repairs.

PUBLIC AND INTERNAL CONTACTS

This position requires frequent and regular contact with personnel in the Department concerning geotechnical engineering matters related to in-house developed projects and projects developed by consultants. The incumbent will also have regular communication with consultants, contractors, manufacturers, vendors, local agencies, and other State personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to work at field and construction sites, move and transport heavy equipment and materials, work with exploratory equipment and collect field data. Hiking up or down steep terrain will be required for assessing geohazards such as landslides as undeveloped sites that are often rugged and heavily vegetated and may contain ticks, poison oak, critters, or wood and rock debris.

Field and construction site surfaces are often uneven, may have open excavations and or located on steep slopes or may be located within a lane closure adjacent to nearby traveling vehicles. Working in existing urban/rural freeway and highway environments may contain trash or debris as well Weather conditions can vary between icy, slippery and wet to hot and dry. The incumbent must have the ability to navigate these sites and withstand exposure to the adverse conditions for long periods of time.

Must be able to transport for long distances packing material and/or use field engineering equipment such as, but not limited to hand augers, surveying equipment, slope inclinometer equipment and core boxes (full and empty). Other physical requirements of the job include the ability to transport equipment listed above (weighing 50 lbs or less), reach overhead, push or pull, twist, climb, balance, bend, crouch, squat, crawl, and perform fine manipulation. Hearing and sight are both essential to job performance because the incumbent must be able to hear and see directions, traffic, equipment, and other warnings or hazards thereby allowing the incumbent to perform duties safely. Corrected hearing is acceptable and corrected sight must meet the CA DMV minimum visual acuity requirement. Night vision must be good for safety when working after dark since then cumbent will be required to work at night and under artificial light.

While in the office, employees will be required to remain stationary for long periods of time using a keyboard and computer.

The incumbent will be responsible to ensure that assigned tasks are carried out in a professional, safe, and exacting manner and in accordance with existing policy, specifications, rules, work plans and guidelines.

The incumbent must grasp the essence of new information and master new technical and engineering knowledge; must have the ability to multi-task, adapt to changes in priorities, and complete tasks or project meeting strict deadlines with, at times, short notice.

The incumbent must possess the ability to develop and maintain cooperative working relationships, have a positive, productive, and friendly attitude, and maintain a willingness to learn while exposed to a variety of work environments.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting in a standard cubicle. 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. The incumbent will be required to work around bulky/heavy materials and equipment, and in proximity to vehicles traveling on active roadways during both day and night work. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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.)

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
