

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Dist. 4 / Design Services/ Hydraulic Engineering	
WORKING TITLE Hydraulics Engineer	POSITION NUMBER 904-104-3135-XXX	REVISION DATE

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 general direction of a Supervisory Senior Transportation Engineer, the incumbent will assist in designing drainage, provide oversight of Consultant drainage design, and assist with all other hydraulics matters within the nine Counties from which District 4 is comprised.

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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Innovation)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Integrity)

TYPICAL DUTIES:

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

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40%	E	Prepares hydraulic engineering plans, specifications, and estimates for a variety of transportation related projects. Performs calculations and produces reports detailing drainage recommendations. Prepares floodplain encroachment studies that summarize any project impacts to the Federal Emergency Management Agency designated base floodplains. Provide preliminary drainage recommendations and estimates during project initiation and project analysis phases. Attends Project Development Team meetings to provide hydraulic related input.
25%	E	Develop conceptual hydraulic engineering plans and estimates for storm damage repairs Provides drainage recommendations, estimates, and plans for Director's Orders and District Director's Orders related to storm damage
25%	E	Provides quality control/assurance on projects to external partners within the State Right of Way. Analyzes work prepared by consultants to ensure it is completed in accordance with acceptable Caltran's processes and standards, Reviews encroachment permits to ensure they are in accordance with Caltran's standards. Reviews CEQAs to ensure they comply with State and Federal requirements. Reviews draft and final reports, memoranda, and letters requiring hydraulic expertise and acts as an advisor to other offices within the District in regards to hydraulic matters.
5%	M	Performs field assessments and attends field meetings/reviews as required.
5%	M	Other duties as required.

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

He/She works independently. He/She may act as a lead worker for an engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must understand complex hydraulic concepts. He/She must be capable of analyzing scope to evaluate project progress, make judgements based on hydraulic and hydrologic data; must be familiar with current hydraulic software and properly interpret program results.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes decisions on technical design and/or engineering problems, and prepares and/or reviews correspondence and reports concerning engineering matters. Errors by the incumbent would result in delays to project approval and completion of a given project and could result in losses of time and money to the contracted Consultant, the local funding agency, and/or the State.

PUBLIC AND INTERNAL CONTACTS

The incumbent establishes and maintains a close working relationship with other District Offices, Headquarters Divisions, and the Consultants for the purposes of scheduling project work and coordinating hydraulic design activities, maintains close coordination and cooperation with staff members of local, regional, State, and Federal agencies; meets with community groups, local elected officials and staff, private individuals, and other interested parties to discuss and resolve sensitive hydraulic problems; and coordinates activities with local developers and their representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display monitor. He/She may also be required to move large or cumbersome plans from one location to another. Incumbent may be required to perform field work at sites with varying degrees of accessibility. Incumbent may be required to carry heavy field equipment. Incumbent must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and attempt to diffuse emotionally charged issues or problems in a professional manner.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate controlled office under artificial lighting. The incumbent will also be required to travel and work outdoors and will be exposed to weeds, dirt, noise, and extreme heat and cold.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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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.)

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
