STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	D4/Design/Utility Engineering	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Engineer (Civil)/Utility Engineer	904-104-3135-911	05/22/2026

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:

The incumbent is a Project Engineer who acts as a Leadperson under the supervision of a Senior Transportation Engineer. Projects may involve geometrics, traffic operations, hydraulics, geotechnical, environmental, subsurface utility engineering, construction, maintenance, planning, budget, and safety-related issues. General analysis of these and other project-related aspects is required.

The incumbent must be a Registered Civil Engineer by the State of California and is in responsible charge of the assigned work. Being in responsible charge, the incumbent will use their Professional Engineer stamp to sign Project Initiation Reports, Project Reports, and Plans, Specifications, and Estimates, Utility Certifications and other project documents as needed. Incumbent may also be required to travel to off-site locations.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livibilty in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livibilty in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Lead Climate Action, Advance Equity and Livibilty in all Communities - Engagement, Equity, Innovation, Integrity, 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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livibilty in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livibilty in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livibilty in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livibilty in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livibilty in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livibilty in all Communities - Engagement, Equity, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Conducts and coordinates the technical preparation of Project Initiation Documents, Project Reports, Plans, Specifications and Estimates (PS&E), and Design Exceptions for transportation projects. Assigns and reviews the work of others to prepare project PS&Es. Performs review and provide comments on Permit Engineering Evaluation Report (PEER) projects and Permit Encroachment Projects. Prepares and reviews project reports, factsheets, environmental project description, investigative studies, projects' environmental footprint, and technical research reports. The incumbent is in responsible charge of all such work as it relates to the project design and is responsible to ensure that a high quality product is prepared.
25%	E	Conducts and coordinates subsurface utility investigations, prepares utility management matrices, provides guidance and advice about utility conflict resolution strategies, responsible for positive location activities and decisions, prepares, reviews and finalizes utility plans, coordinates and prepares encroachment and utility policy exception requests, tracks project schedules and plans the deliverables accordingly, populates and updates various utility data bases including Caltrans Utility Database (CUD).
10%	E	Assists the Design Senior in coordination of project activities with other Caltrans functions and contacts/ inquiries from the general public, other agencies, and consultants. Assists the Design Senior with reporting updates and othe
10%	E	Evaluates alternative design solutions for transportation projects to balance environmental considerations, transportation benefit, project cost, and recommends an effective course of action to the Design Senior.
10%	E	Attends training courses and provides formal and informal training. Participates in internal and external teams and committees. Conducts and coordinates plan safety reviews and field safety reviews for the District.
10%	E	Uses, instructs, and directs the application of computer hardware and software, including personal computer and computer-aided design drafting (CADD) systems, to prepare project plans and documents.
5%	E	Assists the Design Senior in identifying training needs and completing training plans for assigned staff. Provides input to the Design Senior on the performance of staff for performance appraisals, development plans, merit salary adjustments, disciplinary action, and reviewing time reporting sheets. Provides a communication link between the Design Senior and assigned staff.
5%	M	Assists the Design Senior with Route Management responsibilities which include reviews of encroachment permit applications, environmental documents, planning documents, traffic studies, tentative maps, and other documents from public agencies as they relate to existing and future Caltrans facilities. Prepares comments to public agencies for reviews.

[1]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

Incumbent has no direct supervision of others. When staff is assigned, the incumbent acts as a Leadperson to Associate Transportation Engineers, Transportation Engineers (Civil) Range A-D, Transportation and Junior Engineering Technicians (TET and JET), Volunteers, and Student Assistants. Assigns and reviews progress on specific project related. Provides input to the Design Senior on the performance of staff for performance appraisals, development plans, merit salary adjustments, disciplinary actions, and time reporting sheets.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Due to the complexity of transportation facilities, a thorough knowledge of project development procedures, standards, policies and practices is essential. Each project is unique and requires considerable analytical ability. Projects may involve geometrics, traffic operations, hydraulics, geotechnical, environmental, construction, maintenance, planning, budget, and safety-related

issues. General analysis of these and other project related aspects are required. Effective verbal and written communication skills are also essential. A broad background in the Caltrans project functions including: right of way, environmental, planning, construction, maintenance, and operations is desirable. The ability to track project schedules and costs is also needed. The incumbent should have a good understanding of personal computer and CADD applications, including such as Microsoft Word, Excel, PowerPoint, Civil 3D, BEES, Power Term, FileMaker Pro, Auto TURN, and Interplot Organizer. Each project is unique and requires considerable analytical ability. Projects may involve geometrics, traffic operations, hydraulics, geotechnical, environmental, construction, maintenance, planning, budget, and safety related issues. General analysis of these and other project-related aspects is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is expected to produce quality work. All work is expected to be neat, accurate and delivered within the time frame specifies.

The incumbent must be a Registered Civil Engineer by the State of California and is in responsible charge of the assigned work. Being in responsible charge, the incumbent will use their Professional Engineer stamp to sign Project Initiation Reports, Project Reports, and Plans, Specifications, and Estimates, and other project documents as needed. On occasion, the incumbent may be assigned to assist another Project Engineer on a portion of a specific project but retain Leadperson responsibilities. The incumbent's decisions made during the project development process will have a direct impact on the quality of the final transportation facility and the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent assists the Design Senior with the preparation of correspondence and inquiries from the public. Coordination with other District Divisions is required on a regular basis. Preparation of project information for outside agencies, citizens groups, and the public is required. Contacts may be made with people representing other districts, departments, outside agencies, consultants, and the public through formal/informal meetings, presentations, and written correspondence.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long period of time using the keyboard and video display terminal.

Conducts oneself in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. Incumbent may also be required to travel to off-site locations.

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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

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