

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

|   |  |               |
|---|--|---------------|
| CLASSIFICATION TITLE<br>Transportation Engineer (Civil) | OFFICE/BRANCH/SECTION<br>Project Development / Engineering Services / Hydraulic Unit |               |
| WORKING TITLE<br>Transportation Engineer, Civil         | POSITION NUMBER<br>910-207-3135-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 direction of a Senior Transportation Engineer, incumbent is responsible for the following: Field work to gather hydraulic data, roadway and cross drainage design, review of encroachment permits, Inter-Governmental Review/California Environmental Quality Act (IGR/CEQA) and local development plans, embankment and bridge protection design, floodplain analysis, hydrology development, and Central Valley Flood Protection Board (CVFPB) approval application. Responsible for making engineering decisions on a daily basis necessary to solve hydrologic and hydraulic engineering problems. Must be able to effectively analyze a wide variety of hydrologic and hydraulic engineering problems and develop practical solutions. Must have the experience to perform the duties described or be capable of quickly learning how to do so.

**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 - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Strengthen Stewardship and Drive Efficiency - Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Integrity)

**TYPICAL DUTIES:**

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

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| 45% | E | Assists in or is in responsible charge of the design of drainage features associated with highway construction projects. Review or design of complex facilities. Field work to gather hydraulic/hydrologic data. Roadway, cross drainage and open channel design/analysis. Hydrology development. Floodplain analysis. Preparation and/or review of Drainage Reports and Conceptual Storm Water Pollution Prevention Plan (SWPPP). Preparation and coordination with partners to apply Central Valley Flood Protection Board (CVFPB) approval. May act as Project Engineer in responsible charge of Plans, Specifications, and Estimate (PS&E). |
| 20% | E | Develop and maintain expertise in applicable software (including Microstation and CIVIL-3D), engineering methods, and policy & procedures (including the Caltrans Storm Water Management Plan). Maintains accurate inventory of culvert, flooding, and other hydrographic records.  |
| 15% | E | Reviews plans and scoping documents for constructability/hydraulic issues.  |
| 5%  | E | Conducts drainage studies and prepares recommendations for issues arising from public complaints, encroachment permit applications, IGR/CEQA documents, tort liability (District Claims Officer or HQ Legal), Maintenance, and other Caltrans functional units.   |
| 5%  | E | Construction support (Contract Change Order (CCO) evaluation, design).  |
| 5%  | E | Training entry-level engineers in hydraulic engineering. Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees.   |
| 5%  | M | Conducts field investigations of drainage structures during storms. May serve on field reconnaissance teams for Major Damage Restoration (HA23).  |

<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; however, the incumbent may be given the authority to lead in the absence of the supervisor. The lead person's authority is limited to reviewing work, assigning tasks, providing input on employee performance, and preparing recommendations relating to work assignments.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Must be able to effectively analyze a wide variety of hydrologic and hydraulic engineering problems and develop practical solutions.
- Must be able to operate engineering instruments to determine existing grades and flow patterns.
- Must have the experience to perform the duties described above or be capable of quickly learning how to do so. Must be able to write effective reports and correspondence.
- Department and work unit policies and procedures including but not limited to sexual harassment, violence at the workplace, discrimination, ethics, and state equipment usage.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for making engineering decisions on a daily basis which are necessary to solve hydrologic and hydraulic engineering problems. Failure to analyze a project's drainage and hydrology correctly could result in an unnecessary expenditure of funds to correct mistakes, an inferior or unsafe public facility or a facility that requires excessive maintenance exposing personnel to unnecessary danger.

**PUBLIC AND INTERNAL CONTACTS**

Must be able to write and speak effectively. The ability to communicate with and respond to internal and external customers, other districts and divisions as well as all levels of staff and management is essential. Work involves contact with representatives of other sections within Caltrans, other agencies, industry representatives, engineering consultants, developers, and private individuals. All contacts require a high degree of sensitivity, personality, respect and confidentiality. Required to demonstrate professional and courteous behavior towards co-workers, customers, and staff and management at all levels at all times. Must adhere to the highest possible code of ethics.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, boxes of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites or meeting locations.
- Conduct field trips that may require traversing on steep embankments, rocky terrains, dense bushes and slippery slopes.

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### Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

### Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
  - Resolve emotionally charged issues reasonably and diplomatically.
  - Develop and maintain cooperative working relationships with all contacts.
  - Receptive to change, new information, and new situations.
  - Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing.
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### WORK ENVIRONMENT

The majority of the work performed while in office assignments will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Field assignments may have exposure to moving vehicles, fog, field work, earthwork, paving operations, weather conditions, equipment, animals, insects, environmental hazards, machinery, heat, cold, dust, gas, fumes, outdoor conditions, humidity, uneven ground, heights, and high decibels of noise.

Overtime may be required and vacation restricted during peak times and fiscal year-end closing. One day, overnight trips, or extended travel may be required. The typical office working hours are between 7:30 am and 4:15 pm, Monday through Friday, and 40 hours per week.

May be required to go on loan or rotation to other units (i.e. Construction, Maintenance, Permits, Traffic, Office Engineer, PJD, etc) based on workload needs.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel 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.)

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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