

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 56/Maintenance -Stormwater & Environmental Compliance	
WORKING TITLE Statewide Drainage Program Advisor-Specialist	POSITION NUMBER 913-690-3161-006	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Maintenance Stormwater and Environmental Compliance, a Supervising Transportation Engineer (CT), the Senior Transportation Engineer performs difficult and complex work related to the maintenance and operation of roadside assets, serves as the Program Advisor for the Drainage Program, including SHOPP 151 - Drainage Restoration/Rehab and HM2-251 Drainage Major Maintenance, and the statewide coordinator for drainage activity performance and related work for the Maintenance Program. Assists the Office Chief in coordination and resolution issues, policy development and implementation of existing and new program elements. Works closely with other branches in the Office, other functional units and agencies to meet departmental needs and mandates. Monitors, tracks, evaluates activities and projects, makes special reports and investigations and provides recommendations with regard to the program element requirements. Must possess a valid California Civil PE license. Possession of a valid California driver's license is highly desirable.

CORE COMPETENCIES:

As a Senior Transportation Engineer, CT, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- **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, 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. (Employee Excellence - Collaboration, Equity, 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. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, 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. (Employee Excellence - Collaboration, Equity, Integrity, Pride)
- **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. (Employee Excellence - Collaboration, Equity, Integrity, 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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45%	E	Serves as the Statewide Program Advisor for the Drainage Program including SHOPP 151 Drainage Rehab and HMS-251 Drainage Major Maintenance. Works closely with districts and HQ programs, including Office of Asset Management to develop and prioritize State Highway System Management Plan (SHSMP), Quarterly Project Books, HM Checkbook. Sets statewide targets on Maintenance Activity Performance Plan (MAPP) and district resource allocations and recommends approval to the Program Manager. Establishes and maintains a prioritized list and status of statewide drainage projects including pump plants. Reviews submittals, planning and technical reports and data, funds requests and work plans, helps coordinate drainage efforts and requirements of NPDES - statewide stormwater permit and Stormwater Management Plan (SWMP), aquatic organism passage, etc. Works closely with Maintenance Engineers, district and HQ program advisors, HQ and district asset managers, Statewide Stormwater Coordinator, District Stormwater Coordinators, Culvert Inspection Program Coordinator, Legal, DPAC, Environmental, Planning, Programming, Engineering Services, Design and Construction Programs. Leads the efforts in development and utilization of priority rating for drainage needs. Develops/maintains a database of planned, active and completed preventive and rehab work on culverts, drainage systems and pump plants. Develops and provides training and establishes annual resource needs and statewide funding levels for the program and recommends district allocation levels for Office Chief's approval. Prepares reports for internal and external use including the program portion of the SHSMP and MAPP.
20%	E	Acts as the lead for policy development, implementation, monitoring, tracking and reporting for the Maintenance Drainage Program. Confers and coordinates program requirements with district and HQ personnel, including Environmental, Construction, Design and other internal and external entities. Provides experienced, authoritative, and professional direction and assistance in development, coordination and review of the maintenance aspect of regional work plans, proposed pilot projects, and other required monitoring and reporting issues. Develops, reviews and recommends best management principals, policies, procedures and standards. Assists in the preparation of information required for various departmental and legislative reports as needed.
15%	E	Helps improve the program effectiveness, oversees various areas on policy development, implementation and monitoring, and information dissemination. Makes special reports and investigations; evaluates, develops and recommends changes in policies, programs, standards and concepts. Works closely with other programs in identifying and coordinating activities that have the potential to impact HQ and district maintenance operations and resources in regard to related activities, represents the Office on various committees, task forces, and teams.
15%	E	Reviews and prepares program related legislative bill analysis. Assists in development of Budget Change Proposals (BCP), Zero Base Budgeting (ZBB), Finance Letters (FL) for roadside and drainage/culvert requests for resources. Leads and coordinates the development and maintenance of the office websites and informational documents.
5%	M	Prepares correspondence, action requests, statistical data and other written material for roadside maintenance efforts. Assists in preparation of reports and response to internal and external inquiries. Monitors and tracks mandated reports.

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

This position does not supervise on a regular basis; however, the incumbent may serve as the lead over other staff and contractors and will provide specific guidance to others working on related programs. May act for the office chief as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for the Professional Engineers is required.

Possession of a valid driver license issued by the California Department of Motor Vehicles is highly desirable.

This position requires knowledge of various phases of transportation engineering and system planning, project planning, project development, transportation programming and systems analysis, asset management, transportation economics and finances, maintenance and operations, techniques of project and contract management, factors that influence the impact of transportation facilities on the environment, community and the economy. The incumbent must have the ability to evaluate technical and procedural input from various sources and to develop alternative courses of action and to make objective recommendations from various data sources including AMS, EFIS, IMMS. The incumbent must demonstrate the ability to plan and organize activities, assists on a wide range of matters concerning policy development of maintenance functions, roadside management principals, etc. and work effectively and efficiently with internal and external stakeholders. Must have a good working knowledge of statewide maintenance functions and the mission, vision, goals, organizations, policies and procedures of the Department of

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Transportation. Considerable initiative is required for this position to improve and implement the programs to meet the Program requirements. Must have the practical field engineering experience in highway maintenance/construction techniques. Must be able to identify critical roadside inventory items, as well as culvert maintenance correction strategies and the types of culvert defects that lead to structural failure, must be knowledgeable of the Department's National Pollutant Discharge Elimination System (NPDES) Permit, Stormwater Management Plan (SWMP), air quality, ADL and other environmental concerns and requirements and related laws.

Must be able to communicate effectively both in writing and orally with all levels of internal and external contacts, including maintenance personnel, especially those who are responsible for maintenance operation and management in the districts in headquarters.

Must be able to judge work quality and performance, interpret departmental policy, analyze situations accurately, apply sound professional judgment and determine appropriate actions to be taken to meet departmental goals, prepare complete and comprehensive reports and articles, and make effective presentations before groups.

Must be proficient in the use of a personal computer, particularly Microsoft Office and Windows software including Excel, Word, and PowerPoint. The ability to effectively use presentation, project management and data base software such as MS Access, FileMaker Pro, and MS Project is highly desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will receive a high degree of delegation for completion of assigned tasks. Acts as a maintenance program expert in matters dealing with assigned duties and is responsible for independent action in carrying out assigned duties relating to the Department's Mission, Vision, goals and policies.

The incumbent must demonstrate the ability to plan and organize activities, assist on a wide range of matters concerning policy development of maintenance functions, roadside management principals, etc. and work effectively and efficiently with Headquarters, District staff, and other internal and external stakeholders. The incumbent must have the ability to analyze complex problems and recommend effective courses of action, evaluate technical data, and make objective recommendations for maintenance related issues.

Responsible for helping set program policies, procedures and priorities, responsible for own actions, decisions, and quality of work, proper use of state time, equipment and materials. Responsible for management and oversight of various elements of the Office and the policies and decisions therein. Responsible to provide necessary guidance, direction, and oversight of staff and programs they lead, so that work and objectives are completed as required. Failure to make adequate and timely decisions could result in poorly managed personnel, inappropriate priorities, program issues, and inappropriate use of resources.

Responsible for the coordination and development of accurate information and processes needed to develop and prioritize drainage projects/ programs and other related activities/functions on the state highway system.

The consequence of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non compliance with laws, permits and plans, procedural errors being incorporated into the Division of Maintenance policy documents and the misapplication of resources, poor levels of services to the public, and damage to the program effectiveness and/or the department's credibility.

Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

Maintains continuing relationships with district and headquarters office and field staff including maintenance engineers, hydraulics engineers, storm water coordinators, Structures Maintenance, Structures Construction, Research Engineers at New Technology-Materials and Research Laboratory, Information Services personnel, Project Development, Environmental, Program Management, Asset Management, Transportation Programming personnel, FHWA and EPA personnel, related public agency staff, consultants and the public for information gathering and dissemination. Meets and confers with many different operational and management levels within the department, the district, outside agencies and local NGO and interest groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to work on a keyboard, manual dexterity, develop and maintain cooperative relationships and the ability to focus for long period of time. Be able to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Employee will be required to travel and work outdoors for site and activity reviews, and maybe exposed to dirt, noise, uneven surfaces, extreme cold and heat, and work in close proximity to traffic. Employee will be required to meet deadlines and deliverables, sometimes with very tight time frames and/or involving controversial issues. Must deal effectively with pressure, maintain focus and remain optimistic and persistent under adversity. Must be considerate and respond appropriately to the needs, feelings and capabilities of different people in different situations. Must remain alert in lengthy meetings to contribute and collect information. Must be tactful and treat others with respect.

WORK ENVIRONMENT

Employee may be required to sit for long periods of time using keyboards or video display terminals. Sitting for long periods while at base of operations, employee will work in a climate-controlled office, under artificial lights. Employee may be required to work in close proximity to traffic as part of site or activity reviews. Employee may be involved in meetings and discussions with other agencies and/or parties, which may be less than amicable.

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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