

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D7/Permits/Transportation Safety and Operations	
WORKING TITLE Permit Writer	POSITION NUMBER 907-397-3135-041	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 direction of a Senior Transportation Engineer, the Transportation Engineer (Civil) would be responsible for reviewing and coordinating permit applications as well as issuing permits consistent with State standards, specifications and policies. Incumbent would receive technical guidance from the Senior Transportation Engineer or the District Permit Engineer in complex engineering matters. May rotate within the office to gain a thorough knowledge of the permit process. Traveling may be required. California Civil Engineer license is highly desirable and driver's license is required when operating state vehicles.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Collaboration, Equity, Stewardship)
- **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, Stewardship)
- **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, Stewardship)
- **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. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity - People First, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Equity, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Climate Action, Employee Excellence - Collaboration, Integrity, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Reviews and analyzes permit applications to determine soundness of proposed work, completeness, feasibility, and compliance with applicable standards, policies, and regulations as well as issuing permits consistent with State standards, specifications and policies. Check engineering plans for Caltrans right of way, trenching, sight distance, drainage systems, or other issues related to ensuring encroachment permits are legal and appropriate. Coordinates, reviews, and analyzes returned engineering comments from various reviewing offices to ensure all issues have been addressed and Caltrans standards and specifications applied. Works closely with permit inspectors to protect the traveling public and their interests. Review application proposals in the field when required. Receive technical guidance from the Senior Transportation Engineer or the District Permit Engineer in complex engineering decisions. May rotate within the office to gain a thorough knowledge of the permit process.
25%	E	Prepares correspondences that include letters of denial, memos and letters to other offices, permittees, consultants and local agencies by email, phone calls, and/or written letters. Issues encroachment permits when all reviewers have approved the permit plans or denies applications when they do not comply with applicable regulations, policies, safety requirements, or acceptable engineering standards. Determine permit fees, collect fees, and prepare transmittal of the fees to District cashier as appropriate.
20%	E	Represents Caltrans at meetings involving local agencies, private developers, and the public to provide guidance on Caltrans standards, procedures and requirements. Performs general conceptual analysis of proposals to assist applicant in preparation of plans and documents. Prepares checklist for the applicant for complex permit projects. Represents the Office of Permits at internal meetings to discuss project lead and processing procedures.
10%	E	Inputs pertinent information into the Encroachment Permit Management Systems in a timely manner. Monitors and manages his/her workload to ensure timely processing of permits utilizing the permit database.
5%	M	May be required to assist other Office of Permits staff in processing permit applications or other duties, as workload requires.

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

None, however, on occasion may act on behalf of supervisor in his/her absence. May direct student staff, if assigned.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A thorough knowledge of State highway routes and policies and procedures governing the issuance of encroachment permits.

A thorough knowledge of Highway Design Manual, Project Development Procedure Manual, Construction Manual, the California Manual on Uniform Traffic Control Devices (CA MUTCD), and other State manuals.

Understanding of fundamental engineering and construction principles.

Ability to write letters, memos, and permits using computers and to communicate well verbally and/or via email because of the numerous contacts both internally and publicly.

Ability to respond in a professional manner while under pressure. Ability to analyze plans and reports and spot potential engineering problems.

Ability to exercise a high degree of initiative and independence in performing assigned tasks and ability to organize time and prioritize work.

Ability to analyze and thoroughly understand the impact of various activities that may affect traffic. Ability to obtain a thorough knowledge of the assigned area to provide expertise to permittees.

Ability to work with various computer programs and database.

California Civil Engineer license is highly desirable and driver's license is required.

ADA Notice

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent must be responsible for making or recommending proper engineering decisions affecting highway safety, traffic congestion, and the preservation of the integrity of the State Highway and its appurtenances and/or facilities. Incorrect decisions could result in the failure of the highway pavement, traffic congestion and increase the potential litigation against the State. This could lead to increase in expenditure of funds for repairs, and payment of claims against the State. Incorrect decisions would also delay issuance time and delay the amount of work required for review or revision after issuance.

PUBLIC AND INTERNAL CONTACTS

Sound verbal and written communication skills are required as there is extensive exposure to local agency engineering personnel, engineering consultants representing developers, internal engineering and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be expected to use a computer and other office equipment and may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent must have the ability to focus for long periods of time in order to review and process permit applications and meet strict deadlines. Must have the ability to adapt changes in priorities and complete tasks with short notice.

WORK ENVIRONMENT

Structured tele-working at home. While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Job includes field inspection work and working outdoors. Local travel required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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.

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

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