

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D2/Maintenance Ops/Maintenance Engineering	
WORKING TITLE Maintenance Facilities Program Coordinator	POSITION NUMBER 902-600-3135-	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 the Senior Transportation Engineer (supervisor), Office of Maintenance Engineering, Maintenance Facilities Program Advisor, incumbent is the Maintenance Facilities Program Coordinator. The incumbent will assist the Maintenance Facilities Program Advisor for both the State Highway Operation and Protection Program (SHOPP) and Highway Maintenance Facilities projects (HM-5), and in managing the Facility Condition Index (FCI) information and projects statewide for Transportation Related Facilities (TRF) and in support of the HM5 program.

The incumbent is responsible for the preparation of engineering work for plans, specifications, special provisions, and estimates for major maintenance contracts. Works as a Project Engineer developing highway maintenance contracts Ready to List (RTL) and advertisements for award by the Department of Engineering services, working cooperatively with all functional units in District 2.

Must be proficient with personal computer, and software applications such as Microsoft Excel, Filemaker Pro and Microsoft Word. Familiarity with database management, Geographic Information System (GIS), and microstation software preferred. Must deal effectively with people, use fact, good judgment and customer service attitude is a priority.

Job assignments may be subject to rotation, changes of shift, work hours and workdays, often have fieldwork requiring travel and other duties as required. Incumbent will be required to have a valid CA class C driver's license.

**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, Employee Excellence - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Pride, 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. (Safety, Prosperity - Collaboration, People First)
- **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, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, Pride, 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. (Prosperity, Employee Excellence - Collaboration, People First, Stewardship)
- **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. (Safety, Employee Excellence - Collaboration, Innovation)
- **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 - Integrity, Pride)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	Performs task as a Project Engineer, on a wide variety of professional engineering work in an office or in a field situation. Performs Peer Reviews and prepares engineering work for plans, designs, details, estimates and maintenance of transportation systems, in whole or in part including but not limited to profile, cross section and quantity sheets. Makes layouts, assembles specifications, reviews or assists in reviewing project proposals, plans and specifications prepared by others. Above duties will be performed with a heavy reliance on Computer Aided Drafting Design (CADD) and other computer applications. Maintains and revises status documents for major maintenance projects. Ensures status documents are shared with Project Management and Budgets to update projects tracking systems.
30%	E	Works with Caltrans staff throughout the district as the Maintenance Facilities Assistant Program Advisor to manage the district's FCI program in support of the HM5 program. This will include, but not limited to, manage and update the FCI inventory, review and validate FCI inspection reports and data, assist with providing training and coordination to Caltrans personnel and other stakeholders for the FCI inspection program (online and in-field), prepare FCI inspection reports and manuals, track and report FCI performance metrics, provide technical assistance for FCI software related issues, and provide assistance to any FCI inspection related issues.  Advise and assist with reviewing State Highway Operations and Protection Plan (SHOPP) and HM-5 projects for TRF. Assists the Maintenance Facilities Program Advisor in identifying, evaluating, developing, prioritizing and programming TRF infrastructure needs. This will consist of but not limited to review project proposals, plans, estimates and specifications, plan, organize and attend statewide meetings in the districts, organize and attend phone conferences, or video conferences, prepare meeting agenda, reports and other documents required. Give presentations for statewide training on the FCI Program in support of the HM5 program. Review FCI condition assessment data for reporting to the State Highway System Management Plan.
15%	E	Works with Caltrans staff throughout the district to develop and implement a comprehensive, complete and accurate FCI database for TRF assets. This will consist of but not limited to plan, organize and attend meetings in the district; plans, organizes and attends phone conferences, and video conferences. Prepares meeting agenda and documents required to effectively develop and implement the database; gives oral presentations for training regarding FCI database to use for Caltrans personnel and other stakeholders, at times via web developed online training.  Meets and confers with many different functional units within the Department, members of other state agencies, external partners, and public groups. Provides assistance for the Caltrans Headquarters Maintenance Unit 3516 Funding Program and act as the Statewide Maintenance Facilities Program Advisor in absence of the Senior Transportation Engineer Leadworker. Prepares desk manual or references for the Program.
15%	E	Works with the Maintenance Equipment Manager, Headquarters Maintenance Zero Emission Vehicle unit and District management to coordinate the installation and maintenance of electric vehicle charging stations at district facilities. Prepares IRDAPS and SMIPS (District Major Projects) for projects to install EV charging stations and capital projects. Assumes the role of the Maintenance Zero Emission Vehicle Infrastructure (MZEVI) Coordinator.
5%	M	Other duties as required, for the Maintenance Facilities program, TRF programs, and for other programs in the Office of Maintenance Engineering. Prepares or directs preparation of contract plans, specification and estimates for CHP Commercial Vehicle Enforcement Stations, Caltrans Maintenance and Shop Facilities that includes: new facilities, alterations of existing buildings, sewer systems, water systems, HV AC systems, roof, vehicle wash racks, employee housing and fuel facilities.
5%	M	Prepares Spill Prevention Control and Counter Measures Plans for all Maintenance Stations in conformance with State and Locals Laws. Maintains an inventory of all bulk oil and fuel storage containment at all facilities, and performs site inspections of all containment systems, then prepares written recommendations for mitigations needed. This includes mapping and plansheet preparation.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The Department's various phases of transportation engineering; transportation related facility locations, standards, design, construction, operation and maintenance; concepts concerning research, planning, project management, right of way, accounting, programming and asset management; development of standards and policy; manual writing; database use and management; techniques for organizing, presenting to and motivating groups; basic principles of physics, chemistry, and mathematics as applied to civil engineering and transportation related facility design; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering and architectural construction materials; methods and equipment of engineering and architectural construction; engineering economics; contract management; SHOPP and asset management performance metrics and reporting requirements.

Ability to: Communicate effectively; work independently; research, plan, direct and manage the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations and provide training; review project proposals, plans, estimates and specifications; prepare correspondence and reports; maintain and manage databases; develop guidelines for the Department and implement those guidelines statewide; establish and maintain friendly and cooperative relations with those contacted in the course of the work.

Analytical Requirements: Analyze data and standards to develop methods, priorities and policies for improvement of transportation related facility assets using engineering judgment and analysis and conveying those recommendations to management, and other stakeholders, such as members of other state agencies and public groups.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for their actions, decisions, quality of completed work, and proper use of state time, equipment, and materials. Consequences of not considering all factors could be the development of inconsistent or inappropriate policy and methods of maintenance and procedural errors being incorporated into the Maintenance and other Departmental manuals, and proposed project plans. It could also lead to misapplication of resources and poor levels of service to the public.

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### PUBLIC AND INTERNAL CONTACTS

Meets and confers with many different functional units within the Department, members of other state agencies, external partners, and public groups. Provides assistance and policy interpretation in all matters of transportation related facility planning and assigned responsibilities.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must assimilate and evaluate technical and procedural data from various resources to make objective recommendations; employee may be required to sit for long periods of time using a keyboard and video display terminal; must be able to organize and prioritize work, formulate effective strategies and apply innovative solutions to make improvements; may work in intense situations and must maintain focus during emergency situations and training practices to adapt plans in response to changing priorities or unexpected obstacles; must be able to develop and maintain cooperative working relationships.

Possession of a valid driver license issued by the Department of Motor Vehicles is required.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is desirable.

May be required to travel up to 25% of the time.

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### WORK ENVIRONMENT

The work setting is open space in a climate-controlled office of a two story building in downtown Redding. The incumbent will be required to travel throughout the state to attend various meetings and to visit and review Transportation Related Facilities. The incumbent may be exposed to dirt, noise, and fluctuating temperatures in an outdoor environment.

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

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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.

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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

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