

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION NRPD / D3 / Engineering Services Branch	
WORKING TITLE Project Delivery Support Engineer	POSITION NUMBER 903-200-3135-XXX	REVISION DATE 06/12/2026

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 Engineering Services Branch Chief (a Senior Transportation Engineer), the incumbent performs, coordinates, and provides technical support for a broad range of North Region Project Development (NRPD) and Engineering Services Branch functions. The incumbent supports engineering quality, constructability, safety, standards, estimating, CADD/BIM4I, project records, railroad coordination, and project delivery support activities in a customer service team setting. Assignments may vary based on branch workload and project delivery needs. The work is accomplished through understanding and applying Caltrans standards, manuals, guidelines, policies, directives, engineering judgment, and computer software applications; and through coordination with Design, Office Engineer, District Design Liaison, Project Delivery Coordinator, Permits, Right of Way, Structures, Construction, Headquarters, local agencies, utility companies, railroad companies, consultants, contractors, and the public.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration, Innovation)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration, 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. (Employee Excellence - Collaboration, Innovation, Integrity)
- 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 - Collaboration, Innovation)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Prosperity, Employee Excellence - Collaboration, 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. (Prosperity, Employee Excellence - Collaboration)
- 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)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Collaboration, Equity, 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. (Safety, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Perform, coordinate, schedule, and facilitate engineering quality, constructability, and safety reviews for transportation projects in all phases of project development, including PID, PA&ED, PS&E, RTL, and project closeout activities. Review engineering documents, reports, plans, specifications, estimates, and supporting documentation for completeness, consistency, constructability, safety, and compliance with applicable Caltrans standards, manuals, policies, and project delivery requirements. Reviews may include, but are not limited to, highway layouts, profiles, typical sections, title sheets, superelevation diagrams, drainage, construction details, grading, utilities, traffic handling, stage construction, detours, quantity summaries, construction schedules, storm water information, project reports, and other engineering-related information. Prepare review comments, memos, checklists, and supporting documentation; answer questions regarding review comments; verify comment resolution; and help distribute lessons learned through databases, bulletins, checklists, presentations, and direct consultation.
30%	E	Provide project delivery, design standards, and technical coordination support to internal and external customers. Review Design Standard Decision Documents (DSDDs), Exception to Policy/Exception to Mandatory Design Standards documentation (EPEs), utility and roadway plan sets, freeway agreements, route matters packages, Quality Management Plans (QMPs), PS-QMP packages, QMA checklists, roundabout evaluations, and other technical submittals for accuracy, completeness, consistency, and compliance with applicable requirements. Coordinate with the District Design Liaison, Project Delivery Coordinator, Permits, Design, Right of Way, Structures, Construction, Office Engineer, Headquarters functional units, utility companies, local agencies, and consultants to resolve design, standards, permitting, scheduling, and documentation issues and to prevent project delays. Provide guidance to project teams, design units, oversight units, and consultants regarding Engineering Services Branch expectations, review processes, documentation requirements, and project delivery procedures.
20%	E	Perform railroad coordination, estimating, bid analysis, and specialized project support assignments as needed for the Engineering Services Branch. Review plans, specifications, estimates, and supporting documents for projects affecting railroad property or infrastructure for compliance with applicable railroad, CPUC, AREMA, CA MUTCD, railroad company, and Caltrans requirements. Coordinate with railroad companies, railroad right of way coordinators, local agencies, consultants, contractors, Headquarters, and internal functional units to resolve interface, safety, design, construction, and right of way issues. Review project estimates for Districts 1, 2, and 3 from PID through RTL; participate in estimate certification reviews and meetings; review bid results; maintain bidder distribution, bid summary, significant item price trend, and related estimate/bid analysis records; provide material cost information by county, facility, or material as available; and assist with award recommendations or other Office Engineer support when needed.
10%	E	Attend and participate in Caltrans-sponsored staff meetings, Project Development Team meetings, review meetings, safety review meetings, training, workshops, public workshops, job-related special assignments, and other career development activities. Monitor and report on completion of project deliverables and branch assignments as required by current Department policy. Prepare or assist with North Region engineering reports, bulletins, databases, webpages, inventories, and other branch tracking tools. Perform field reviews, site visits, and related duties as assigned.
10%	M	Support CADD, BIM4I, plan production, as-built, Document Retrieval System (DRS), and project records functions. Provide technical assistance with CADD applications and engineering software such as MicroStation, ProjectWise, and other approved applications; assist staff with the CADD Users Manual, Plans Preparation Manual, plan production standards. Support day-to-day ProjectWise Explorer/BIM4I activities. Coordinate PS&E/RTL plan processing with Office Engineer and Specifications; review final plan sets for standards and completeness; update AADD or related project databases; process awarded approved contract DGN files and resident engineer redlines; prepare and archive final as-built DGN and PDF files; upload as-built plans, Director's Orders, supplemental plans, consultant plans, and project reports into DRS; maintain as-built and request tracking databases; respond to internal and external as-built plan requests; review DPD-3002 and confidential agreement forms; and transmit approved records through appropriate file transfer methods.

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 has no supervisory responsibility. The incumbent may act in a lead capacity on assigned tasks, provide guidance to other employees regarding special assignments or technical review processes, and coordinate the work of multi-disciplinary review teams.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: surveying; hydraulics; hydrology; the various phases of transportation engineering, including planning processes, design procedures, construction materials, methods and practices, construction contract administration, traffic operations, maintenance procedures, transportation economics and financing, and project management concepts; factors which influence the impact of transportation facilities on the environment, the community, and the economy; Caltrans project development process; Highway Design Manual; Plans Preparation Manual; Standard Plans; Standard Specifications; CADD Users Manual; Caltrans Quality Management System; DSDD, EPE, QMP, Route Matters, estimate, bid analysis, as-built, DRS, and PS&E/RTL processes; railroad design and construction standards, including AREMA, CPUC General Orders, CA MUTCD, railroad company standards, and Caltrans standards; and computer software applications used to prepare, review, track, archive, and deliver project documents.

Ability to: understand and implement the Caltrans project development process; follow departmental guidelines and procedures; apply engineering judgment; review project schedules and determine the appropriate level and timing of reviews; use engineering, CADD, database, spreadsheet, word processing, document management, and project delivery software; understand construction contract documents; facilitate meetings; make effective presentations; prepare correspondence, reports, memos, checklists, recommendations, and technical documentation; communicate effectively and professionally both verbally and in writing; relate to and work with interdisciplinary project teams to build consensus and identify and resolve project issues; provide customer service to internal and external partners; and deal effectively with people, including those within the organization, other government agencies, industry, consultants, contractors, utilities, railroads, and the public.

Analytical Requirements: analyze situations accurately; identify potential conflicts, safety issues, standard violations, constructability concerns, estimate discrepancies, railroad/utility coordination issues, record management gaps, and project delivery risks; evaluate alternatives; prioritize work; and adopt or recommend an effective course of action.

This position may require the incumbent to perform site visits and participate in design field reviews in difficult terrain.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has the professional responsibility to support safe, constructible, complete, and cost-effective transportation projects. The incumbent performs and coordinates reviews and advises Project Engineers, Design Engineers, Project Managers, District Design Liaison, Project Delivery Coordinator, Office Engineer, functional managers, and other partners on Engineering Services Branch issues. Errors or omissions in reviews, records, estimates, DSDD/EPE/QMP/Route Matters support, railroad coordination, as-built/DRS processing, or CADD/plan production support could delay projects, increase project or construction costs, lead to unnecessary change orders or claims, contribute to deficient project documents or practices, affect award recommendations or cost tracking, impair the accuracy of project records, or increase the Department's exposure to tort liability.

PUBLIC AND INTERNAL CONTACTS

Routine contact by phone or in person with District, Region and Headquarters Caltrans personnel, contractors, engineering consultants, developers, representatives from other government agencies, the public, and industry representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long and short periods of time using a keyboard and mouse, view a video display terminal, and use a telephone. Incumbent may be subject to sit, stand, kneel, stoop, bend, walk, drive, write, and lift or move files, plans, and equipment.

Incumbent may be required to master new technical knowledge, complete assignments with short notice, adapt to changes in priorities, accommodate project changes, review lengthy plans and reports, organize files and electronic records, prioritize workload, adhere to procedures, solve problems, analyze data, perform research, work cooperatively with others, and meet deadlines.

WORK ENVIRONMENT

While at the base of operation in an office setting, the employee will work in a climate-controlled office under artificial light. The position may require periodic field reviews, site visits, travel to meetings or training, and work at project locations. During fieldwork, the incumbent may be exposed to traffic, noise, dirt, water, uneven surfaces, difficult terrain, and extreme heat or cold.

Periodic travel is required for fieldwork and training. Periodic overtime and overnight travel is required. Travel may require the use of State supplied vehicles that vary in size. Possession of a valid California Drivers License is required when operating a state owned vehicle.

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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
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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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