

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION NR Project Development/ Office of Engineering Services	
WORKING TITLE Chief, Hydraulics Branch	POSITION NUMBER 903-201-3161-XXX	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 North Region (NR) Chief, Office of Engineering Services, a Supervising Transportation Engineer, the incumbent will plan, organize and direct the work of Transportation Engineers (Civil) as Branch Chief of the District Hydraulics/Stormwater Branch. The work includes review and preparation of drainage improvement contract plans; hydraulic studies and drainage reports and storm water data reports (SWDRs); accumulate and analyze hydrologic and hydraulic data; field review of drainage facilities and investigation of Maintenance referrals and complaints; coordinate drainage design activities with other design branches; and coordinate with various North Region functional branches. Possession of a valid California Drivers License is required when operating a state owned or leased vehicle.

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. (Equity, Climate Action - Collaboration, Innovation, Integrity, Pride, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Climate Action - Collaboration, Innovation, Integrity, 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. (Employee Excellence - Collaboration, Integrity, People First, Pride, 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. (Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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. (Climate Action, Employee Excellence - Integrity, Pride, Stewardship)
- 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. (Climate Action - Collaboration, Integrity, 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action - Integrity, Pride, Stewardship)
- Technical Expertise**: Depth of knowledge and skill in a technical area. (Climate Action, Employee Excellence - Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Direct, schedule, supervise, review, approve, and develop work plans for the preparation of drainage plans, specifications, and estimates, drainage reports and stormwater data report reviews. Coordinate and guide scope of hydrologic studies of other design branches for assigned projects. Respond to Environmental requests for Floodplain Hydraulic Studies and provide Preliminary Drainage Reports to Design on most major projects. Assist Construction in the revision of plans or development of CCOs to address drainage related problems. Coordinate with Design, Construction, Maintenance and NPDES staff on project reviews for storm water compliance. Provides advice to Project Engineers for strategy, development and inclusion of temporary construction site best management practices into project plans. Attend PDTs to provide input related to drainage.
20%	E	Oversee the Districts 408 permit application program. Coordinate with external partners, internal project delivery teams and Headquarters statewide 408 permit program. Provide oversight, supervise, and review of 408 permit applications submitted to externals.
20%	E	Provide oversight for Encroachment Permits, IGR-CEQA documents, and Special Funded projects on all hydraulic and drainage aspects involved associated with the state highway and right of way. Provide support to District Claims and HQ Legal in addressing litigation, responding to Director Referrals and specific Maintenance requests or complaints from property owners. Oversee the use of mobile television surveillance equipment used to inspect culverts and storm drains.
10%	M	Perform personnel evaluation, personnel staffing, quarterly safety meetings, and other miscellaneous supervisory duties including assessing and arranging for training needs.

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 supervises staff of a technical and administrative nature. The supervision is of a technical engineering and administrative nature. This position is responsible for providing general direction, establishing work priorities, assigning projects, scheduling and assigning work, and managing assigned resources and workload to produce quality results in an efficient and qualitative manner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires Civil Engineering registration and demands frequent exercise of professional engineering judgment. Knowledge of: All phases of transportation engineering, including transportation process and methods, systems planning, evaluation of alternatives and designs; factors which influence the impact of transportation facilities, the community, and the economy; principles and techniques of personnel management and supervision.

Ability to: Plan, organize, and direct the work of others; analyze situations accurately and develop an effective course of action; relate to and work with interdisciplinary groups and large segments of the public; make effective presentations; and prepare reports as required.

Analytical Requirements: Must be able to effectively analyze a wide variety of hydrologic and hydraulic engineering problems and develop practical solutions. Requires the ability to develop, evaluate and implement project priority activities. Incumbent must effectively analyze ramifications of drainage design with drainage law as established by case law. The incumbent also performs the full range of analysis in planning, coordinating and directing the activities for special engineering studies, analyzing and recommending solutions to sensitive issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent directs the branch's production of project studies and preparation of PS&E's for assigned projects. Errors could result in substantial delays of project completion which, in turn, could cause an increase in project costs, loss of Federal funds, and loss of credibility and goodwill for the Department or poor quality products leading to contract changes and construction claims. Errors and omissions could also result in increased exposure to tort liability for the Department.

PUBLIC AND INTERNAL CONTACTS

Maintains a close working relationship with his/her counterparts in the District, Region, Service Centers, and Headquarters, for the purpose of effective management teamwork, scheduling project work, assigning personnel and coordinating design activities; maintains close coordination and cooperation with staff members of cities, counties and other agencies; meets with civic groups and other interested parties to discuss and resolve controversial design problems and to coordinate development with various jurisdictions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must possess the ability to work with a team, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed,

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complex, and variable and requires independent action and decision-making. Must possess the ability to supervise a diverse work group, provide specific direction to employers, and deal with sensitive employee issues including adverse action.

WORK ENVIRONMENT

Will work in a climate-controlled office under artificial lighting and requires frequent travel.

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