

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Office of Water Quality/Water Resources Construction Support	
WORKING TITLE Branch Chief, Water Resources Construction Support Branch B	POSITION NUMBER 904-214-3161-xxxx	REVISION DATE 04/07/2026

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

GENERAL STATEMENT:

Under general direction of the of the Supervising Transportation Engineer for the Office of Water Quality, the Senior Transportation Engineer (Supervisor) serves as Chief of Water Resources Construction Support Branch B. In this role, the Senior Transportation Engineer is responsible for planning, organizing, and directing the work of staff in the Branch, specifically in the areas of environmental health, water quality, and engineering hydrology and hydraulics.

The Branch Chief supervises Transportation Engineers who are responsible for identifying, reporting, and recommending strategies when issues arise within these subject areas during the construction of transportation facilities. The Branch Chief supervises and performs professional engineering tasks to manage compliance with the Department Statewide National Pollutant Discharge Elimination System (NPDES) Permit, the Construction Stormwater General Permit (CGP), Clean Water Act Section 401 certifications, and other environmental permits during construction.

The incumbent will:

- Develop and implement effective performance management procedures that ensure timely completion of performance appraisals, probationary reports, consistent communication with staff, and, when warranted, appropriate corrective and disciplinary actions.
- Provide continuous feedback to staff that highlight performance successes and develop action plans to close competency deficiencies and performance gaps.
- Establish and maintain a work environment that leverages an inclusive workforce in order to achieve superior results.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Equity, 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Directing and tracking the work of Transportation Engineers and other professionals, including consultant staff, who perform water quality-related compliance tasks for construction projects, including but not limited to: reviewing Stormwater Pollution Prevention Plans (SWPPPs), Water Pollution Control Programs (WPCPs), stormwater monitoring data, temporary creek diversion system plans, dewatering management plans, and other water quality documents submitted by contractors for compliance with the CGP and/or as required by contract special provisions; directing the work of staff who perform quality assurance on annual stormwater reports submitted by contractors and upload to the Stormwater Multi Application Reporting and Tracking System (SMARTS); managing the completion of Notice of Intent (NOI) by uploading project's SWPPP to SMARTS at construction commencement and complete the Notice of Termination (NOT) process on SMARTS at construction completion; reviewing and certifying annual reports, NOT, and other documents submitted via SMARTS; communicating with Regional Water Quality Control Boards (RWQCBs) for reporting accidental discharges at construction sites and providing direction to staff for the development and submittal of Notice of Discharge (NOD); directing staff reviews of PS&E documents and communicating with design engineers during constructibility reviews, which may include attending PDT meetings; making recommendations to Resident Engineers on the handling of stormwater and non-stormwater, as well as water quality and environmental health issues; making recommendations to management on the handling of complex engineering problems related to environmental water resource issues during construction; attending and/or directing staff to attend pre-construction meetings, and attending field meetings to resolve complex water resource/quality issues.
40%	E	Developing context sensitive, timely and innovative solutions to complex environmental water resource problems encountered during construction activities. Managing and coordinating emergency response to accidental spills and/or discharges at/from construction sites that may impact receiving waters. Providing and/or coordinating specialized training to construction engineers on stormwater, construction site best management practice (BMP) implementation, water quality sampling and monitoring, and other trainings necessary for compliance with applicable permits.
10%	E	Representing the District in the statewide Construction Stormwater Advisory Team (CSWAT). Maintaining a good working relationship with the other District and Headquarters Divisions, as well as with outside agencies.
5%	M	Responding to regulatory agencies requests for information and enforcement actions, and preparing documentation and reports associated with regulatory compliance at construction sites.
5%	M	Representing Caltrans at meetings with public agencies and/or property owners to aid in the resolution of environmental water resource issues related to construction sites.

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 the technical work of Transportation Engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The Branch Chief must have a thorough knowledge of Departmental policies and procedures, and an understanding of water quality regulations at the local, state, and federal levels. This position also requires knowledge of the Department project development process. The incumbent must have well-developed analytical skills to evaluate and resolve technical environmental water resource/quality issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Work performed by the incumbent will affect the efficiency and productivity of Department projects. Lapses of judgment or errors in the performance of assigned tasks could result in impact to the Department's reputation, possible adverse legal judgments against the Department, and loss of confidence in the expertise of the Department.

PUBLIC AND INTERNAL CONTACTS
Internally, the incumbent interacts with personnel from various District and Headquarters Divisions, which can occur at all levels

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from Deputy District Director to staff.

Externally, the incumbent may come in contact with the public, various agencies (local, state, and federal levels), and consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be capable of sustaining mental activity needed for problem solving and analysis.

The incumbent must have the emotional ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses.

The incumbent must have the physical ability to walk medium to long distances, traverse steep rugged terrain, and work during inclement weather.

WORK ENVIRONMENT

The position is a combination of office and field. When in an office (District office or construction field office), the setting will be climate-controlled, with artificial lighting. When in the field, the setting can vary throughout the District. The incumbent must be prepared to work in a variety of climatic and geographical conditions, with potential exposure to dust, noise, uneven surfaces, extreme heat and cold, and precipitation events. There may be occasional travel outside of the District (i.e., statewide meetings or conferences).

As of March 2026, the position is eligible for hybrid telework, with mandatory two days in-office (Tuesday and Wednesday). The number of telework days is at the discretion of the Department and/or District, based on current telework policy. While Caltrans supports telework, in-person attendance, outside of the mandatory in-office days, may be required based on operational need.

The incumbent is expected to be able to report to their worksite with minimal notification if an urgent need arises.

All routine commute expenses to the designated work location (e.g., District office) will be the responsibility of the incumbent.

Business travel reimbursement considers the incumbent's designated work location, primary residence, use of personal vehicle, and may be subject to CalHR regulations or applicable bargaining unit contract provision.

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