

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 12/ Office of Design 1	
WORKING TITLE Transportation Engineer, (Range D)	POSITION NUMBER 912-200-3135-104	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 in the Office of Design 1, the Transportation Engineer (Civil) will develop project reports, project plans, specifications, special provisions and cost estimates (PS&E) and engineering reports for highway improvement projects in conformance with Caltrans standards, while ensuring delivery of projects on schedule and within budget. Provide support to the District Functional Units to ensure timely delivery of appropriate technical documents for all phases of the Project Development Process. The incumbent provides technical oversight of work performed by local agencies and private engineering consultants to ensure the work done on the projects meet all technical specifications, procedural requirements, have compatibility with existing and proposed transportation facilities and are completed on time and within budget. The incumbent will review and concur on encroachment permits. The incumbent may assist the Senior Transportation Engineer in the coordination of work activities and training of staff engaged in the design or oversight of various projects. A valid Professional Engineering License (Civil) is required for Transportation Engineer Range D appointment. Incumbent may serve as Assistant District Design Liaison.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Employee Excellence - Collaboration, Equity, 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, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, Integrity, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, 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 - Collaboration, Equity, Innovation, 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. (Safety, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Climate Action, Prosperity - Stewardship)
- 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)

TYPICAL DUTIES:

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

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50%	E	Develops and oversees project reports, project plans, specifications, special provisions and cost estimates (PS&E) and engineering reports for highway improvement projects in conformance with Caltrans Standards, while ensuring delivery of projects on schedule and within budget. Provides technical oversight of work performed by local agencies and private engineering consultants to ensure the work done on the projects meet all technical specifications, procedural requirements, have compatibility with existing and proposed transportation facilities and are completed on time and within budget. Reviews and concurs on encroachment permits. Shall act as engineer in responsible charge as defined by the Professional Engineers Act.
10%	E	Assist the Senior Transportation Engineer in the coordination of work activities and training of staff engaged in the design or oversight of various projects. Assist in training and development of other staff members by sharing knowledge and experience. Assist the Senior Transportation Engineer in identifying training needs and preparing training plans.
10%	E	Develops, prepares, documents, or reviews information and reports for special studies on highway improvement projects for accuracy and completeness in Caltrans claims resolution including analysis for tort claims and interrogatories. Serves as an expert witness or person most knowledgeable on behalf of Caltrans in tort litigation as required. Represents Caltrans by responding to questions from the public or making presentations in public hearings and public information open houses. Provides accurate assessment and documentation of transportation project site conditions.
10%	E	Conducts field inspection of site conditions and construction activities associated with transportation projects. Participates in safety reviews.
10%	E	Participates in Statewide District Design Liaison forums. Assists District Design Liaison by providing technical support and serves as backup when needed.
5%	M	Participates in training to keep current with departmental policies, transportation engineering technology, and methods.
5%	M	Assists the Senior Transportation Engineer and Project Manager with the development of project workplans. Tracks project progress against established schedule. Ensures compatibility of project - features and activities between Caltrans functional units, local agencies and private consulting engineers. Makes presentations in project development team meetings.

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

Does not supervise. May provide guidance to other engineers and act as Branch Chief in the Senior Transportation Engineer's absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have knowledge of: transportation facility design principles, methods, materials, specifications, tools and equipment used in the design, construction, operation and maintenance of transportation facilities. The incumbent should have the ability to design in accordance with, as well as be responsible for the duties defined in the Highway Design Manual, Project Development Procedures Manual, Plans Preparation Manual and Drafting Manual, Plans, Specifications & Estimates (PS&E) Guide, and other appropriate references. Perform intermediate to advanced level drafting. The incumbent should have professional quality written and verbal communication skills and ability to make presentations before a group.

The incumbent should be proficient at computer applications necessary to produce professional quality transportation engineering contract plans and documents. The incumbent will be required to perform professional engineering tasks that may entail the use of current computer programs such as MicroStation, Civil 3D, Excel, Word, and PowerPoint.

The incumbent should be self-motivated, have the ability to work within a team environment and independently, communicate effectively, work within a customer-oriented environment, follow established procedures and policies and solve problems and issues in an analytical manner.

The incumbent will be required to perform analytical tasks including, but not limited to, developing, reviewing and providing

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guidance on project development documents including Design Standard Decision Documents, analyzing and determining the most efficient and economical roadway design alternative, refining purpose and need, and providing accurate and comprehensive studies of proposed improvement projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be required to use his/her own judgment within limits of prescribed guidelines. Errors in judgment and decisions could affect public safety or result in tort liability for Caltrans. Inaccurate, delayed or incomplete contract plans and estimates may result in added costs due to higher bid estimates or change orders. The incumbent will assume professional responsibility for their work or work of others according to Professional Engineers Act.

PUBLIC AND INTERNAL CONTACTS

The incumbent will make formal and informal contact with the public, as well as other functional units, Headquarters, local agencies, private engineering consultants and the Federal Highway Administration (FHWA) to obtain, transmit, or convey information or technical data related to projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent may also be required to conduct sustained mental activity as necessary for problem solving, report writing or plan preparation. The incumbent will also be required to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

WORK ENVIRONMENT

The work environment is typically a climate-controlled office at the District 12 office. The incumbent may sit for long periods of time while using a keyboard and video display terminal. There are bathrooms that are compliant with the Americans with Disabilities Act on the same floor as the office. There are elevators that can transport employees to all floors of the office complex. The incumbent works in a workspace equipped with a phone, computer and access to a printer. The hours of scheduled work will be at the discretion of Caltrans based on organizational needs. Employees required to work overtime will be compensated for any additional hours worked in conformance with the Memorandum of Understanding (M.O.U.) between the State of California and Professional Engineers in California Government (P.E.C.G.) and any other laws that may apply such as the Fair Labor Standards Act (F.L.S.A.).

Teleworking may be permitted within the state of California.

On occasion, the incumbent is required to travel. The incumbent may be required to attend meetings or training in other State facilities and at other Agency offices. The incumbent is required to inspect field conditions during the design and construction phases. The incumbent may be exposed to dirt, noise, uneven surfaces and extreme hot or cold during field inspections. In such instances, appropriate safety equipment will be provided.

Occasional travel may be required. Possession of a valid Driver's License is required when operating a state owned or leased 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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