

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION North Region Project Development/Engineering Services/UEW	
WORKING TITLE Utility Engineer	POSITION NUMBER 903-200-3135-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 direct supervision of the Branch Chief, Utility Engineering Workgroup (UEW), a Senior Transportation Engineer (Supervisory), the incumbent will perform utility research, field investigation, and preparation of utility plans using Computer Aided Design and Drafting (CADD) software. The Utility Engineering Workgroup provides utility engineering services to branches in Districts 1, 2, and 3. The incumbent will attend Project Development Team (PDT) meetings and coordinate with other functional units. Employee is required to have a current driver's license, when operating a state owned vehicle or driving another vehicle for state business. Travel is required.

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. (Employee Excellence - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - 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)
- 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. (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. (Employee Excellence - Integrity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (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. (Employee Excellence - Collaboration)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Pride)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Perform utility research and prepare utility plans using Computer Aided Design and Drafting (CADD) software. Develop utility specifications and estimates for transportation projects. Coordinate with Project Development Team (PDT) members on proposed project scope, positive utility locations, utility conflicts, and utility relocations. Review technical studies and reports. Review and comment on utility plans from consultants and local agencies
25%	E	Perform utility field investigations to determine locations of existing utilities. Collect and analyze data in the field using various types of electronic equipment. Meet with Project Development Team (PDT) members in the field on utility impacts from proposed transportation projects.

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20%	E	Oversight of positive location contractor during field activities. Oversight of utility relocations by utility companies and contractors to ensure compliance with approved plans and specifications.
5%	M	Perform miscellaneous inspections and nonprofessional engineering duties as assigned on various active projects. Produce meeting minutes, maintain project files, attend training, perform special reviews, handle telephone inquires, attend public workshops, develop other staff, attend staff meetings and interpret new requirements. Prepare presentations, populate data bases and develop web based materials.

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

The incumbent does not supervise, but on occasion, could act in a lead worker capacity. The incumbent will receive supervision from a Senior Transportation Engineer and/or direction from a Transportation Engineer/Civil, working as a lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of basic principles of physics, chemistry, and mathematics as applied to civil engineering; transportation facility planning and design principles. The knowledge of engineering surveying, methods, materials, tools, and equipment used in construction and maintenance of transportation facilities. Knowledge of factors which influence the impact of highways and other transportation facilities on the environment, and principles and practices involved in utility relocation.

The incumbent must have the ability to use Computer Aided Design and Drafting (CADD) software, word processing and spreadsheet software, access and extract information from database, do mapping and drafting and make neat and accurate computations and engineering notes and prepare reports. Prepare designs, plans and specifications for projects and perform basic drafting; inspect construction work and determine if it meets specification requirements; evaluate and implement utility relocation plans; prepare basic correspondence and reports; communicate effectively orally and in writing.

The incumbent must be able to analyze situations accurately, identify potential conflicts, and adopt an effective course of action; review project schedules and determine appropriate level and timing of review; recognize issues that are significant and implement an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible to make accurate engineering calculations; take effective action to avoid delays; make sound decisions in the interpretation of contract plans and specifications. Omissions in plans and reports could lead to unnecessary change orders, claims, and delays; errors in judgment could result in a design project of lesser quality, which could increase project construction costs or increase the Department's exposure to tort liability.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to establish and maintain a professional and cooperative relationship with those contacted in the course of the work, such as with Region and District functions, contractors and their employees, local agencies and officials, regulatory agencies, utility companies, engineering consultants, developers and public stakeholders in order to transmit or obtain relevant engineering information. These contacts could be verbal or written, as needed, to perform assignments with the goal of protecting the State's interests and providing quality products on and for the State's infrastructure. Must be able to guide project teams to issue resolution and be able to build consensus within teams, identifying potential conflicts and using resolution techniques to resolve at the lowest level.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to stand for long periods of time, walk on slopes or uneven terrain, move and transport equipment. May be required to lift and carry equipment, which weigh up to 50 pounds. Drive to and work at, various locations throughout the North Region. When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the work, the incumbent must maintain cooperative working relationships within the working environment. Will be required to understand basic design engineering principles; make accurate engineering calculations, ability to research and compile data and prepare calculations for a variety of routine transportation improvement projects, prepare accurate daily diaries and construction records.

WORK ENVIRONMENT

The incumbent will be required to work at various locations throughout the North Region. Temporary assignment away from one's "headquarter location" may be required. Employee will be notified of a change of assignment under the terms of the current Collective Bargaining Agreement. Employee will be reimbursed for travel expenses according to the Department's Travel Policies. May be required to work at night. Will be subject to noise, odors, dust, and extreme weather conditions. Incumbent must work with and about a variety of materials, construction and testing equipment. When in the office, either a construction field office or in a North Region Project Development branch, employees will work in a climate-controlled environment with artificial lighting.

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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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