

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Engineering Geologist	OFFICE/BRANCH/SECTION District 5 Environmental Engineering	
WORKING TITLE Stormwater Coordinator	POSITION NUMBER 905-156-3756-XXX	REVISION DATE 08/10/2026

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 a Senior Environmental Scientist, the Stormwater Coordinator participates in the planning and design of projects and other activities to satisfy requirements of National Pollutant Discharge Elimination System (NPDES) statewide permit for transportation facilities. Will review all projects for compliance with current environmental laws and regulations and ensure the conditions of the Caltrans Statewide (NPDES) permit, Storm Water Management Plan (SWMP) and the District Work Plan (DWP) are implemented properly. The incumbent may be assigned projects located anywhere in District 5; occasional travel and overnight stays are required. Possession of a valid driver's license is required when operating a State owned or leased vehicle.

CORE COMPETENCIES:

As an Engineering Geologist, 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. (Climate Action, Employee Excellence - Innovation, Integrity)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Innovation, Integrity)
- 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. (Employee Excellence - Innovation, Pride)
- 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 - Equity, Innovation, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, Integrity)
- 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, Employee Excellence - Equity, Innovation, Integrity, Pride)
- 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 - Integrity)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity)
- 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 - Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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35%	E	Coordinate District-wide production, review, approval, submittal, and tracking of stormwater documents in conformance with current standards and guidance, such as the Project Planning and Design Guide (PPDG). Develop and submit the District Work Plan (DWP) and Annual Report. Ensure that information, plans, training, and policies related to the District's stormwater program are disseminated and implemented throughout the District. Prepare or assist in preparation of Storm Water Data Reports (SWDR) at all phases during project development. Report program performance measures as required during the year, and in the Annual Report. Represent the District at statewide meetings with other Caltrans stormwater stakeholders.
20%	E	Advise District staff on the technical aspects of design-related stormwater issues such as soil erosion, sediment control, infiltration and treatment during all project phases. Provide hydrology, hydraulics, and infiltration calculations related to those issues, or support District staff in making those calculations. Take responsibility for District activities related to the statewide Stormwater Portal.
15%	E	Review and comment on plans, specifications, and estimates, confirming compliance with the Statewide NPDES permit.
10%	E	Track and maintain organized documentation on submittal deadlines, deliverables, and billing for the stormwater program, Clean Water Act Permits, Safety Roadside Rest Area drinking water permits, and Waste Discharge Requirement permits.
10%	E	At the direction of the Senior Environmental Scientist, provide support to the District Construction Stormwater Coordinator (DCSWC), such as field inspections and related document preparation, submittal, and tracking.
5%	E	Attend training courses, provide formal or informal training or presentations to others, participate in internal and external teams, and attend meetings such as safety meetings, constructability review meetings, status of project meetings, and project development team meetings.
5%	M	At the direction of the Senior Environmental Scientist, provide support to the Environmental Engineering Geologist/Program Manager, such as water sampling, report preparation, submittal, and tracking, Clean Water Act permitting, and responses to violations.

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 does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of civil engineering, including erosion control, basic fluvial processes, scour, geology, and soil stability. Knowledge of basic hydrology and hydraulics sufficient to allow evaluation of hydraulic treatment controls. Knowledge of the Department and the District stormwater programs, including existing and proposed Best Management Practices (BMPs), and established procedures/practices/protocols to reduce the amount of sediments/pollutants generated by stormwater runoff. Knowledge of Windows software, MS Office and general computer use. Knowledge of Department and work unit policies and procedures including but not limited to sexual harassment, violence at the workplace, discrimination, ethics, and state equipment usage.

Ability to effectively communicate in English both verbally and in writing. Ability to use and/or calibrate various equipment including but not limited to survey instruments, basic video equipment, drafting tools, fax machines, and copiers. Ability to use CADD systems and software to delineate drawings and/or make CADD measurements.

Ability to use personal computers both on and off a network and general office software including, but not limited to CADD, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, and Microsoft Windows. Ability to make public presentations using PowerPoint or other visual aids. Ability to read and understand NPDES permits, regional basin plans, and other regulatory documents. Ability to become familiar with these documents sufficient to properly represent the District and prepare accurate reports and records. Ability to read and understand roadway and drainage plans and obtain the information therefrom necessary to evaluate proposed stormwater facilities. Ability to acquire drainage design expertise to check and perform calculations ascertaining the appropriateness of proposed structures in terms of operation under current design and permit standards. Ability to become familiar with Section 800 of the Highway Design Manual sufficient to review and comment on designs performed by others to ascertain conformance with current design standards and to properly evaluate the erosion control and stormwater treatment controls implemented in designs. Ability to act in a supportive role on complex planning and implementation of various multi-disciplined stormwater programs. Ability to participate in the work of various groups engaged in the planning, delivery and implementation of the elements of the Statewide NPDES Permit. Ability to analyze and evaluate situations and advise on appropriate technical and administrative actions. Ability to be an effective team member, and establish

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and maintain effective internal and external cooperative relations with individuals, groups and agencies involved in the District's stormwater activities. Ability to evaluate and understand NPDES permits, regional basin plans, and other regulatory documents and become familiar with these documents sufficient to properly advise other Caltrans functional groups, and prepare accurate reports and records.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Stormwater permits have wide-reaching budgetary and workload implications throughout District functions. Incumbent advises other District units and Project Managers on course of action regarding regulatory requirements. Timely response to regulatory notices is critical in order to avoid severe financial penalties. Errors in judgment could result in non-compliance and project delays. Legal precedence has been set in other districts for lawsuits against violators. Law enforcement action can be taken against individuals for non-compliance.

PUBLIC AND INTERNAL CONTACTS

Must have ability to communicate effectively with representatives from other agencies (local, State, and Federal), and with other functional units within Caltrans on a daily basis. Must be able to make occasional presentations in front of large groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans, and public and private sectors. The employee must work well with others in a cooperative manner, while creating a work environment that encourages thinking and innovation. The employee must be flexible to organize and prioritize workload; to be open to change and new information; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The employee may be required to sit for long periods using a keyboard and video display terminal. They may also be required to move large or cumbersome plans.

WORK ENVIRONMENT

The employee will work in the District Office in San Luis Obispo and will be required to travel for meetings and training. The employee will work in both a climate-controlled office under artificial lighting, and outdoors where he/she may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate. Working hours will be set sometimes between 6:00am and 6:00pm. Employee must be reachable during work hours while teleworking. Occasional overtime, travel, and overnight stays may be required.

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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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