

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION North Region Project Development	
WORKING TITLE Transportation Design Engineer	POSITION NUMBER 927-200-3135-XXX	REVISION DATE 07/03/2026

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 the supervisor, a Senior Transportation Engineer, the incumbent performs a combination of design project oversight duties and traditional Transportation Engineer (Civil) design and project delivery duties, as assigned. The Transportation Design Engineer is a key technical lead responsible for coordinating and managing design phase activities. The incumbent acts as a key technical lead responsible for coordinating, reviewing, and managing complex design phase engineering activities for major projects. The role includes oversight of consultant and CMGC deliverables; multidisciplinary coordination; management of design submittal cycles; facilitation of technical reviews; documentation of decisions; and support for risk identification, issue resolution, and constructibility integration. As directed by the supervisor, the incumbent also performs typical design engineer duties, including preparing contract plans, estimates, engineering reports, technical documents, CADD work, field investigations, quantity calculations, and coordination with functional units.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Innovation)
- **Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Integrity, 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. (Equity - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Climate Action - Collaboration, People First, 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 - Collaboration, People First, Pride)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Collaboration, Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety - Collaboration, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	The incumbent coordinates, reviews, and manages engineering deliverables from consultant and CMGC teams, ensuring conformity with Caltrans standards, contract requirements, and project specific criteria. Responsibilities include facilitating multidisciplinary coordination, supporting issue resolution, and maintaining organized documentation. The incumbent performs traditional design engineering activities such as gathering technical information, evaluating design alternatives, establishing design parameters, preparing plan sheets, conducting engineering calculations, computing quantities, and using CADD and other tools to support project development.
25%	E	The incumbent conducts engineering reviews of design plans, technical reports, calculations, engineering analyses, and risk assessments. This includes coordinating and tracking review cycles, resolving conflicting input, preparing consolidated responses, and maintaining accurate document control records. The incumbent prepares engineering calculations, technical memoranda, design documentation, and related correspondence in support of Transportation Engineer (Civil) project development activities.
25%	E	The incumbent facilitates or participates in design progress meetings, constructibility reviews, technical coordination sessions, interdisciplinary workshops, Value Analysis activities, and risk management discussions. Duties include preparing agendas, pre read materials, presentations, and documenting decisions and action items. The incumbent prepares drawings, maps, exhibits, displays, and CADD based products for internal coordination, public meetings, or report attachments, and may present design information to management, partner agencies, or the public.
10%	M	The incumbent conducts or participates in field reviews, site visits, investigations, inventories, surveys, and data collection activities necessary to support both oversight duties and design engineering tasks. These activities may include evaluating conditions relevant to consultant oversight or gathering design related information as directed by the supervisor.

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 staff. However, the incumbent may act in a lead or coordination capacity as part of both design oversight and traditional design engineering work. This may include providing technical guidance during design reviews, over the shoulder (OTS) collaboration, or comment resolution processes; coordinating multidisciplinary review teams and clarifying expectations with participating functional units; and supporting less experienced staff to ensure consistency with Caltrans standards and project procedures.

In addition, the incumbent may be directed by the supervisor to guide engineers or technicians in preparing plans, drawings, estimates, maps, displays, and technical documents in support of project development.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of transportation engineering principles, including highway design concepts, geotechnical and landslide mitigation considerations relevant to project development, structure related coordination, and multidisciplinary design practices. Knowledge of Caltrans manuals, design standards, procedures, project delivery processes, consultant design workflows, and CMGC pre construction practices is essential for effectively reviewing and coordinating consultant and CMGC engineering deliverables.

The incumbent must also possess knowledge of the methods, materials, and equipment used in the design, construction, surveying, and maintenance of transportation facilities; geometric and hydraulic design principles; field survey practices; environmental considerations; and computer applications and CADD tools used to prepare plans, estimates, and engineering documentation.

The incumbent must have the ability to review, interpret, and evaluate engineering plans, technical reports, calculations, design analyses, geotechnical information, and constructability assessments. The ability to coordinate and manage review cycles across multiple functional units, evaluate conflicting comments, facilitate technical issue resolution, and communicate effectively with Caltrans units, consultant teams, and CMGC personnel is required. Strong communication skills are necessary to prepare clear technical summaries, correspondence, meeting documentation, and design information.

In addition, the incumbent must have the ability to prepare plans, estimates, technical documents, and engineering calculations

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using CADD and other engineering applications; analyze field survey notes; perform accurate computations; and apply appropriate design standards and procedures to traditional design engineering tasks. The incumbent must be capable of considering environmental factors, community concerns, and constructability issues, and must work effectively both independently and collaboratively.

Strong analytical skills are required, including the ability to identify engineering problems, evaluate alternatives, recognize underlying issues, assess risks, weigh priorities, and exercise sound judgment to support timely, high quality design decisions.

The incumbent must be able to organize and track multiple assignments, maintain accuracy in a dynamic environment, and adapt to evolving project needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making accurate engineering evaluations and timely decisions related to consultant deliverables, CMGC input, design coordination, and project development activities. Sound judgment is essential to ensure compliance with Caltrans standards, maintain design quality, support project risk management, and keep design activities on schedule. Errors in judgment, delays in routing or tracking technical reviews, or failure to identify and communicate issues may result in incomplete or incorrect design products, schedule impacts, increased project costs, or reduced constructability.

When performing traditional Transportation Engineer (Civil) design tasks, the incumbent is responsible for preparing accurate engineering calculations, plans, estimates, field information, and technical documents. Failure to consider viable alternatives, ensure compliance with applicable manuals and directives, or maintain accuracy may result in project delays, increased costs, inferior products, or negative impacts on project delivery.

Across all assigned duties, the incumbent must consistently exercise diligence, technical competence, and effective communication to protect the State's interests, support safe and efficient transportation systems, and ensure high quality engineering outcomes.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain effective, professional working relationships with a wide range of internal and external partners consistent with both design oversight and traditional design engineering responsibilities. Internally, the incumbent interacts with Caltrans Project Management, functional units such as Geotechnical Services, Structures, Hydraulics, Traffic Operations, Environmental, Materials, District and North Region management, and Headquarters specialty offices. Frequent communication is required to coordinate design reviews, resolve technical issues, exchange information, and support alignment across multidisciplinary teams.

The incumbent also interacts with other Caltrans staff, including supervisors, coworkers, and engineers or technicians involved in preparing plans, estimates, technical reports, and other project related materials. Effective communication within the Division and with other functional units is essential. Externally, the incumbent communicates with consultant design teams, CMGC personnel, local agencies, tribal governments, regulatory and permitting agencies, utility companies, and other stakeholders engaged in project development. The incumbent may be expected to prepare and present information to management, community groups, government agencies, or the general public, both orally and in writing, as required to support project delivery, design coordination, or issue resolution.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand for extended periods while using a computer, reviewing plans, participating in virtual or in person meetings, or managing document control tasks. The work also requires frequent telecommunication and the ability to remain seated at a keyboard and video display terminal for long durations.

The incumbent must be able to participate in field reviews, which may involve walking on uneven terrain, slopes, or active construction sites; driving to remote project locations; and working in varying weather conditions. The incumbent may be required to lift and carry project materials, documents, or equipment needed for field activities. Travel may occur within the state and may at times include early mornings, evenings, or other schedule driven needs.

Mental requirements include the ability to multi task, prioritize work, and adapt to rapidly changing project conditions and deadlines. The incumbent must process complex technical information, evaluate risks, maintain sustained concentration and attention to detail, and perform accurate work while managing large volumes of design documents, submittals, and technical data. The incumbent must be able to reason logically, analyze engineering problems, and apply sound judgment in a high coordination, high visibility project environment.

Emotionally, the incumbent must maintain professionalism, tact, and effective communication during high pressure situations, contentious discussions, or accelerated project schedules. The role requires the ability to work cooperatively with others, remain composed under stress, manage competing priorities, respond appropriately to difficult or rapidly evolving situations, and maintain persistence and optimism in a dynamic project setting.

ADA Notice

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WORK ENVIRONMENT

The incumbent will work in both office and field environments. Office work is typically performed in a climate controlled setting with artificial lighting and requires extensive computer use, participation in virtual or in person meetings, coordination with functional units, and review of design documents, submittals, and technical materials. The incumbent may spend long periods seated at a computer workstation and frequently engages in telecommunication with internal and external partners.

Field work may occur throughout the North Region and can include travel to project sites, consultant offices, CMGC offices, or other locations. Field activities may involve exposure to noise, dust, uneven terrain, active construction zones, traffic conditions, and variable weather. Temporary assignments away from the headquarters location may be required in accordance with applicable Caltrans policies and collective bargaining agreements. Travel will be reimbursed according to Department policies.

The work environment requires frequent interaction with a variety of internal and external partners, consistent with the collaborative and coordination focused nature of the position. The incumbent must be able to work effectively in a fast paced environment with shifting priorities, multiple concurrent tasks, regular meetings, and ongoing multidisciplinary collaboration.

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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