

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D6/TRAFFIC OPERATONS DIVISION / OFFICE OF PERMITS	
WORKING TITLE Encroachment Permit Writer/Inspector	POSITION NUMBER 906-397-3135-	REVISION DATE 07/01/2026

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 District Permit Engineer (DPE) Branch Chief, the Transportation Engineer-Civil is responsible for working independently and in coordination with other functions (Design, Traffic, Structure, R/W, etc.) in managing Encroachment Permit (EP) projects on the State Highway System (SHS). Managing highway encroachment projects include pre-screening, screening, and processing applications, coordinating reviews of project for compliance, issuing or denying permits, and overseeing the field activities. District EP offices' objectives are to protect, maintain, and enhance the quality of the State Highway System during and after permitted work, ensure the safety of both the highway users and the permit applicants, ensure the proposed encroachment is compatible with primary uses of the State Highway System, protect the State's investment in the highway infrastructure and document temporary uses of the state highway right-of-way.

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. (Safety, Equity, Employee Excellence - Collaboration, 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, Prosperity, Employee Excellence - Collaboration, 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, Prosperity, Employee Excellence - Collaboration, 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, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Review Encroachment Permit applications, plans, and drawings. Check designs and engineering calculations to ensure that work to be performed is properly designed and constructed in accordance with sound engineering practices and principles and will conform to State standards and District requirements. Analyze Permittee's intent and determine proposal's impact on existing and future State facilities and the motoring public. Correspond with engineers, utilities' representatives, Headquarters and public on Permit matters, Estimate Permit costs for review, inspection, fieldwork, deposit, insurance, bonds, etc. , Collect payment for Permit or arrange for the Accounting Department to collect or bill for Permit costs. Meet and confer with Permittee's engineer in field relative to proposals, particularly where individual interest (s) conflict with State and District policies, to determine locations and design of facilities that will meet the Department's criteria.
35%	E	Coordinate and/or conduct pre-job conferences as necessary. Inspect construction of permitted projects. Inspect the constructions of all types of EPs for ADA compliance and other standards. Ensure permit construction activities comply with established Storm Water policies. Ensure and coordinate materials testing as required. Coordinate resolution of construction problems associated with Permits. Conduct final inspection review before releasing the bonds, billing collections, and closing the Permits. Verify and process final as-built plans.
15%	E	Monitor your assigned duties, evaluate, and publish a weekly report of performance for Supervisor's review. Assist Supervisor on a rotation basis to compile all the reports monthly for Office Chief of Traffic and Safety and Deputy District Director of Traffic Operations. Attend safety meetings, staff meetings, and enroll in appropriate training regularly.
5%	M	Participate on committees and task forces. Write memos and organizes files.

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; however, the incumbent may be given the authority to lead in the absence of the supervisor. The lead person's authority is limited to reviewing work, assigning tasks, providing input on employee performance, and preparing recommendations relating to work assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

KNOWLEDGE:

Knowledge of the District's operations, programs, and practices, as well as the laws and regulations of the State, Federal, and local agencies concerning land use and development impacts. Must be able to analyze proposals made by others and identify possible impacts and proposals to reduce the impacts toward acceptable levels. Must have knowledge and some experience in highway design, drainage traffic operations, construction and maintenance practices. Knowledge of transportation engineering and construction principles and procedures and the ability to collect and analyze data accurately. Knowledge of Tort Liability concerns and issues as they relate to documentation for approving third-party work in the State Right-of-Way. Knowledge of quality management principles as they relate to internal and external customer service issues. Knowledge of State's Storm Water Quality requirements. Knowledge of State's American's With Disabilities Act (ADA) requirements. Knowledge of Lane Closure System (LCS), Traffic Management Center (TMC) operations, Roles and responsibilities of District Traffic Manager (DTM), Templates of Maintenance, Landscape, Freeway and other agreements, Cooperative agreements, and other related documents. Knowledge of all phases of Caltrans project, roles of various functions, regular evaluation of performance measurements, target goals and how processing Encroachment Permits in all phases and for all offices affect their performance targets.

ABILITY:

To communicate technical data and non-technical information both verbally and in writing to technical and non-technical customers. To apply knowledge to determine an effective course of action based on known engineering standards, principles and practices to evaluate effectiveness and potential negative impact of third-party projects in State Right-of-Way. Communicate effectively, both verbally and in writing, and proficiently use MS Word, Access database, Excel and Computer Aided Drafting (CAD) programs, CEPS, LCS, and other frequently used applications by the office. Maintain cooperative working relationships when solving problems and rely on a multi-disciplined approach for product delivery. Work cooperatively in a team environment. Prepare accurate and timely reports. Interpret drawings, plans and specifications. To evaluate, prioritize and schedule workload to ensure timely completion and best customer service. Develop and apply software tools to effectively organize, prioritize, and track information, projects, assignments and work progress.

ANALYTICAL

Analyze detailed engineering plans to ensure that the proposed highway-related improvements are compatible with existing and ultimate (future) conditions and make sound decisions. To analyze problems specifically involving highway geometrics including vertical and horizontal controls, stopping and passing sight distance, proper super-elevation rates, traffic controls, etc. To analyze at screening phase when EPAP is received by email, U.S. Mail or in-person using available checklists, EPM requirements to accept or reject within the timeline. To identify certain EPAPs as high-impact to process differently.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Employee is responsible for making decisions and recommendations on the day to day working issues associated with Encroachment Permits' issuance and inspection. Independent action and initiative in carrying out the duties related to analysis, the project development process, and encroachment permits. Based on engineering experience and expertise, the incumbent must be able to provide accurate and thorough recommendations on various engineering documents, reports, policies, manuals and publications.

Failure to carry out these responsibilities could result in:

- Inconsistent policies, practices and decisions in the development and operation of transportation facilities
- Extensive permit projects' delays
- Litigation that could delay and/or add substantial cost to essential projects or programs
- Loss of public confidence in Caltrans as a responsible public agency and first rated engineering organization

PUBLIC AND INTERNAL CONTACTS

In the course of daily contact, the incumbent is expected to treat everyone with courtesy, dignity, and respect; develop and maintain position working relationships, present a positive, helpful attitude and be responsive to assignments, deadlines, inquires, phone calls emails, etc.

Implements the best mode of communication system (oral/written, Phone/Email/U.S. Mail) with applicants, property owners, utility owners, local agencies, contractors, developers, other functions, headquarters, and other involved stakeholders to discuss conditions or requirements of Caltrans and provide best resolution.

The incumbent will attend related meetings and report, recommend and/or provide documents as applicable to DPE for closing the communication loop.

The incumbent has frequent verbal and written contact with all levels of staff.

The incumbent will maintain need-basis contact with applicants.

The incumbent may have periodic contact with other state and federal agencies, and public and private industry representatives.

May occasionally represent Caltrans in meetings with other agencies or the public.

The incumbent may occasionally interact with management, deliver presentations and represent the branch at meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must be prepared to meet deadlines for various submittal and generally complete assignments on time and under pressure. Employee must possess ability to travel to different sites and locations and perform field reviews, observations, measurements, and inspections in all sorts of weather. Employee may be required to sit for long periods of time using a keyboard and video display terminal. While traveling, employee must be capable of lifting and carrying computer equipment, or other materials weighing over 10 pounds. Employee should be able to quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles. Must behave in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to public service. Employee values cultural diversity and individual differences in the workforce; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate action; and complete task or projects with a short notice.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The office may or may not have any windows to outside. Due to problems with the heating and air conditioning, the building temperature may fluctuate. Employees may also be required to travel and work outdoors while conducting field reviews and permits inspections. There may be exposure to dirt, noise, uneven surfaces and/or extreme head and/or cold. They may be required to put on personal proactive equipment. Overtime may be required, and vacations may be restricted during peak times based on workload and operational needs of the office. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered 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.

Reviewed and Approved for advertising:

SUPERVISOR (signature) (print) DATE

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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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