

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D03 / TROP / Encroachment Permits unit 0407	
WORKING TITLE Assistant Permit Engineer (Permit Writer)	POSITION NUMBER 903-350-3135-230	REVISION DATE 7/23/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction and supervision of the District Permit Engineer (also Chief, Office of Encroachment Permits), the Transportation Engineer (Civil) is responsible for working independently and in coordination with other functions (Design, Traffic Operations, Traffic Safety, Right of Way, etc.) in managing Encroachment Permit projects on the State Highway System (SHS) by utilizing the Caltrans Encroachment Permit System (CEPS). Managing encroachment permits includes: early coordination, screening, processing Encroachment Permit Application Packages (EPAP), coordinating application reviews, issuing or denying permits, and coordinating with Encroachment Permit Office field staff (inspectors). District EP Office's objectives are to protect, maintain and enhance the quality of the State Highway System during and after permitted work activities are complete and to ensure that proposed encroachments are compatible with the primary uses of the SHS. Encroachment permits serve to document permanent and temporary uses of the SHS. Encroachment Permits are issued to non-Caltrans entities that propose work on the SHS, this includes: Federal Agencies, State Agencies, Local Agencies (i.e. City and County Government Bodies), utility companies, private developers, private property developers, nonprofit organizations, etc. Possession of a valid California Drivers License is required when operating a state owned or leased vehicle. A Professional Engineering License is required for Range D.

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 - Collaboration, Equity, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity - Collaboration, Equity, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Employee Excellence - Collaboration, Equity, People First, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, People First, 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, Equity, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Prosperity - People First, 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, People First, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Screen Encroachment Permit Application Packages (EPAP) in the Caltrans Encroachment Permits System (CEPS) to determine if the proposed use of the State Highway System (SHS) is acceptable to and in compliance with State and Federal Laws, Standard, Policies, Project Development Procedures Manual (PDPM) - Chapter 17, and within the Encroachment Permits Manual (EPM). Utilize established checklists to assist when deciding if an EPAP is complete and determine if additional project documents are required so that an EPAP may be accepted as complete.
25%	E	Analyze, review and check, engineerings plans, calculations for roadway design features and impacts to: traffic safety, safety of the public, traffic operations, drainage facilities, storm water quality, environmental resources, and Caltrans Construction and Maintenance activities. Assign and coordinate project reviews to staff in specific functional units including: Design (Project Delivery), Traffic Operations, Traffic Safety, Right of Way Engineering, Planning, Environmental, Hydraulics Branches, etc. as determined by impacts identified when screening the Encroachment Permit Application Package.
15%	E	Prepare written correspondence related to encroachment permit applications. The encroachment permit review process requires written correspondence when applications are screened, reviewed, and issued or denied. In addition to these, correspondence with applicants, permittees, management, legal and the public are required on a regular basis. Correspondence will also include meeting with internal functional units and permit applicants, providing applications status updates, detailing project related comments, communicating through email, phones calls, virtual meetings and physical meetings.
10%	E	Maintain Encroachment Permit files and compile a complete record of project documents and correspondence. Encroachment Permit files and records include all application documents submitted, functional unit reviews, correspondence (physical and electronic), payment records, Encroachment Permit. Encroachment records will also include data tracking and project status reports to the District Permit Engineer.
10%	E	Conduct research into the technical requirements of various Departmental functional units to understand the technical needs of those units. Review elements of various Departmental publications beyond the Encroachment Permit Manual such as: Right of Way Manual, Maintenance Manual, Construction Manual, Caltrans Standard Plans, Caltrans Standard Specifications, Traffic Safety System Manual/Guidance, Highway Design Manual, Highway Safety Improvement Program Guidelines, California Manual on Uniform Traffic Control Devices, Caltrans Design Information Bulletins.
5%	M	Conduct research related to Encroachment Permits for public inquires and California Public Records Acts requests. Assist the District Permit Engineer in compiling EP records and responding to research requests from internal functional units, the public and/or Caltrans Legal.

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

None, but may act in a lead worker capacity or on behalf of the District Permit Engineer in his/her absence or as delegated that authority. May guide and direct Student Assistant or volunteers. May act as lead worker or trainer for junior permit writer staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent is required to have working knowledge of engineering and a familiarity of the internal functional structure of Caltrans and their relationship to external agencies. They must be familiar with the Standard Specifications & Plans, Statutes, Design and Traffic Manuals, Encroachment Permits Manual, California Public Utility Commission regulations and policies, OSHA requirements and standards, and multiple portions of California State Law including the Vehicle Code and the Streets and Highways Code. Must be able to meet with the public and communicate effectively, must be able to draft written correspondence in a professional, concise, and appropriate manner, and effectively develop Special Provisions to include into Caltrans Encroachment Permit contract documents. Requires a thorough acquaintance with the State Highway System in District 3.

The ability to analyze engineering plans and plan features, such as profiles and grades of utilities, road approaches, drainage, sight distance issues and policies, traffic movements, etc. is required. The ability to analyze the effect an executed permit may have in regards to environmental impacts, traffic safety, future effect on highway development, etc. is also essential in order to prepare comprehensive reviews and recommendations. Each permit must be analyzed on its own merit and a determination as to the most beneficial or least detrimental option to the State Highway System must be determined. Must have the ability to

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analyze situations and to take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible reviewing Encroachment Permit Applications Packages for completeness and thoroughness. Through the encroachment permit review process, impacts to the State Highway System will be identified and evaluated for Operational and Safety impacts. Issuing permits or not addressing any discovered potential safety impacts may lead to danger to the traveling public (including possible property damage, personal injury, and/or loss of life), damage to State highway facilities, and/or increased costs to the permittee and to the Department. Errors or erroneous decisions may be detrimental to the Department's public image as well as be the basis for legal action.

PUBLIC AND INTERNAL CONTACTS

The position requires constant and extensive contact with the public and governmental agencies including all other functions within the Department. It is necessary that this position maintain a positive working relationship, not only with Departmental or other governmental personnel involved in the permitting process, but also with private and public entities, such as private engineers, development firms, City and County engineers, law enforcement agencies, legislators, or other individuals and entities involved in the permitting process.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to grasp the information and master new technology and improvements in transportation, design, storm water and environmental requirements.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must formulate effective strategies consistent with Department policies and procedures.

Must be capable of translating between engineering, transportation, planning and environmental terminology and common language. Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams.

Must be open to change and new information, adapts behavior and work methods in response to new informations, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and individual differences in the workforce.

Must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor, to read, review or prepare documents. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

Must be willing to travel throughout the District and project sites. While traveling, the incumbent must be capable of lifting and carrying their own luggage, computer equipment, or other materials weighing over 10 pounds.

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 the 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 or 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 protective equipment.

Overtime may be required, and vacations may be restricted during peak times based on workload and operational needs of the Department.

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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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE