

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D10 PPM-AM	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 910-100-3135-XXX	REVISION DATE 01/21/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of the District 10 Branch Chief of Geographic Information System (GIS) Division, a Senior Transportation Engineer, the incumbent will assist in developing Project Information maps using GIS software, coordinate with other functional units to adhere to the GIS division data policies, analyze data and present it as needed. The incumbent will be responsible for data gathering as required from various divisions, help in creating data bases, data analysis and GIS maps using ArcGIS and CADD tools, as is needed by the division.

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.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Produce and maintain Geographical Information System (GIS) project data. This includes making the data available to different computer applications and updating data as necessary with the goal of assisting Project, Task and Functional Managers in decision making based on visual geographical, topographical, parcel and transportation information, generally in the forms of digital mapping and imagery. Developing Project Information maps using GIS software, coordinate with other functional units to adhere to the GIS division data policies, analyze data and present it as needed. The incumbent will be responsible for data gathering as required from various divisions, help in creating data bases, data analysis as is needed by the division. Publish authoritative data in the ArcGIS Enterprise environment that adheres to the policies, guidance and processes outlined in the Enterprise Data Governance Program (CTDATA). Be responsible and diligent in handling the data as mentioned in Caltrans Data Governance policy. Ability to use the Environmental Systems Research Institute (ESRI) GIS Desktop and web-based applications, publish interactive webmaps. Knowledge of Caltrans Project Management and project development process.
30% E	Effectively communicate (oral and written) with management, technical, and non-technical staff. Work with computer applications, which include but not limited to web browsers, desktop GIS applications, Microsoft office and Computer Aided Design and Drafting (CADD) software. Extensively use CADD and GIS applications, excel data analysis to create databases for all D10 Assets. Help the Division chief in developing District 10 GIS Division policies. Attend meetings and coordinate with other D10 divisions, HQ, other districts and team members. Training District Engineers in GIS as needed.

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20%	E	Work with data managed in different data formats as well as in databases and as discrete datasets. Incumbent reviews reports and data before publishing. Coordinate with the Project Managers and the Project Engineers to ensure that the status of the projects is accurately described. Respond to external agency mapping requirements as requested by Project Engineers and Project Managers.
10%	M	Collaborate with Enterprise Data and Geospatial Governance and the Enterprise Data Warehouse to further development of best data practices at Caltrans.

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 may act as a lead person on specific projects or activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have education or experience equivalent to graduation from college with major work in Civil Engineering. The position requires knowledge of the Caltrans project and resource development processes, State and Federal programming financial policies and an awareness of Caltrans organizational and departmental policies and procedures. Incumbent must have a basic understanding of the Department’s requirements to deliver projects on schedule and within budget.

Incumbent must be able to provide precise analysis regarding technical engineering issues affecting the delivery of programmed projects. Use of sound engineering judgment must be applied to all areas under the incumbent’s responsibility.

This position requires knowledge about software applications like GIS, CADD and other related applications, create and maintain technical documentation.

This position will need to effectively assist in planning and organizing delivery, and communicate effectively both orally and in writing regarding the assigned program area. The position requires the ability to prepare comprehensive data to be used in technical reports and correspondence regarding the delivery of assigned program areas and work effectively and cooperatively with departmental staff, tax authority representatives, local agencies and the public.

Employee must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must have the ability to handle multiple priorities related to project delivery milestones and deadlines. Must be able to analyze raw data, reason logically, recognize problems and develop solutions. Must be able to behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to the department, as well as external customers. Incumbent must possess the ability to provide engineering guidance to other fellow employees in a lead person capacity.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making engineering decisions to ensure that programmed projects are delivered on schedule and within scope and budget. The incumbent will be responsible for identifying program funding issues and will assist the Program Manager in the resolution process with the Deputy District Director and the Headquarters Division of Financial Programming when necessary. The incumbent will assist the Program Manager in resolving program resource issues with the Deputy District Director and the Headquarters Division of Financial Programming and Division of Budgets. Decisions, recommendations, and reports generated by the incumbent have significant impact on District project delivery and cost. Failure to closely monitor the schedules could pose significant project delays and may lead to project slippage and/or cost increases, which is unacceptable.

PUBLIC AND INTERNAL CONTACTS

This position requires interaction with project managers, district management, Headquarters counterparts and Headquarters management in order to advise them about the current status of program delivery of projects. This may also involve providing information to the Public Information Office regarding the delivery of the program. Frequent contacts with other State agencies, local agencies, tax authority representatives and the public is an essential part of the position.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to study and analyze data with very small font types. May also be required to travel and transport a laptop computer and a small portable printer. The incumbent will also be required to prioritize work assignments while under pressure. Consequently, mental and emotional abilities need to be healthy. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent will work primarily in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. The incumbent may be required to travel in one-day trips as well as several overnight trips and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather), work outdoors, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

The Caltrans Transportation Engineer (Civil) Rotation Program is a mandatory 24 month to 33 months rotation assignment for all permanent, full-time Transportation Engineer (Civil) employees that have completed their probationary period hired by Caltrans Districts after June 22, 2018, or an earlier date as determined by the Districts. The purpose of Rotation Program is to provide opportunities for employees and Caltrans to benefit by participating in a standardized process that systematically engages newly hired engineers. Participants will develop well-rounded project delivery knowledge, skills, and abilities by rotating through diverse project delivery functional units. The Rotation Program includes mandatory core assignments in Design and Construction units, as well as a mandatory elective assignment. Each rotation assignment is typically between 6 to 12 months and will be based on workload needs and the employee's goals. Assignments may involve long term travel and can be located throughout the state. In addition to the Caltrans Transportation Engineer (Civil) Rotation Program, an incumbent may be required to go on loan to another project delivery function when there are temporary or peak staffing needs in those areas.

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.

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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.)

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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