

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 04/ Maintenance/ Maintenance Services EFFECTIVE
WORKING TITLE Maintenance Agreements Coordinator (MAC)	POSITION NUMBER 904-603-3135-XXX
	REVISION DATE 10/30/2025

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

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Engineer, the incumbent, District 4 Maintenance Agreements Coordinator, will be responsible for preparing various maintenance agreements for transportation facilities and related infrastructures, within State's right of way, with local agencies in the District.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety - Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity, 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, Employee Excellence - Integrity, 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 - Innovation, Stewardship)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Employee Excellence - Equity, Stewardship)
- **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, Equity, Employee Excellence - Innovation, Integrity, 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. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety - Integrity, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Prepares various maintenance agreements for transportation facilities and related infrastructures, within State's right of way, with local agencies in the district, according to the Maintenance Agreement Manual, California Streets and High Code and other related manuals and guidelines. This involves becoming familiar with the existing and proposed design or construction projects in the area and the knowledge of State's statutes,

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30%	E	Reviews draft freeway and cooperative agreements, encroachment permit applications and other project documents to ensure maintenance responsibilities to various functions of proposed transportation projects are appropriately addressed and provides comments and guidance to the staff authoring those documents.
10%	E	Coordinates and investigates public claims or complaints and internal legal inquires involving maintenance of State highways and facilities.
10%	E	Performs other related work including resolving delegated maintenance billing issues, filing, drafting memos or transmittal letters, etc.
5%	M	Special Assignment - As directed by Branch Chief to support various Maintenance Agreement Unit.

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 other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must have detailed knowledge of design standards, construction practices, and maintenance operations of highway facilities. He/she should have excellent written and oral communication skills.

This position requires a high degree of analytical ability. He/she must be able to review or prepare agreements, as well as review projects, in terms of engineering principles and maintenance requirements and needs to assure their compatibility with the existing system and the State's responsibility.

The incumbent should have a good understanding of personal computer applications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in the performance of his/her duties could have very serious consequences. The integrity and credibility of the Department are highly visible. Engineering evaluations and assumptions must be carefully outlined. Errors in judgement could result in the State being held liable or having expensive maintenance problems.

PUBLIC AND INTERNAL CONTACTS
This position requires contact with outside agencies, the public, and Headquarters and District personnel. Negotiations with local agencies involving maintenance agreements are becoming increasingly difficult and are very sensitive in nature. Public contacts are usually in an initial confrontational atmosphere on the public's part and require an awareness of the appropriate balance between State rules and regulations and the unique situation under consideration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Incumbent may be required to sit for long periods of time using the telephone, the keyboard, and video display terminal. The incumbent may also be required to travel to all parts of the district on occasion. Having to deal cooperatively with both internal and external contacts is required.

WORK ENVIRONMENT
The incumbent will work in a climate-controlled office under artificial light. Incumbent may also be required to travel to off-site locations for training, meetings, and field trips.

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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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