

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Engineering Geologist	OFFICE/BRANCH/SECTION District 5 Environmental Engineering	
WORKING TITLE Environmental Engineering Specialist	POSITION NUMBER 905-156-375-911	REVISION DATE 10/01/2026

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 a Senior Transportation Engineer and/or lead worker, the incumbent will provide environmental engineering support and perform daily activities related to hazardous waste, water quality, air quality, and noise, including data collection, field review, analysis, and preparation of technical reports and memos related to the environmental impacts of transportation projects.

The Engineering Geologist reviews technical reports and district PS&E packages, prepares non-standard specifications and evaluates excess parcels for hazardous waste. The Engineering Geologist develops and monitors HW task orders designed to investigate the impact of hazardous waste constituents or site disturbance due to excavation and earthwork on highway projects. The Engineering Geologist provides technical oversight for local agency and Maintenance Design projects, and manages reviews and evaluates technical studies and reports prepared by consultants. The incumbent may also be involved in the design and monitoring of remediation and mitigation measures related to hazardous waste. Occasional travel and overnight stays may be required. A valid driver's license is mandatory.

CORE COMPETENCIES:

As an Engineering Geologist, 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 - Innovation, Integrity, Pride)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Integrity)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (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. (Employee Excellence - Collaboration, Innovation)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration)
- 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, Innovation, Integrity, Pride)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity)
- 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. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

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

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30%	E	Performs hazardous waste, water quality, air quality, and noise assessments and technical studies, and prepares assessment reports and screening memos for Caltrans projects for inclusion in environmental documents. Collects and evaluates engineering and geologic data; develops and writes HW task orders to investigate potential contamination in subsurface soils and groundwater; monitors these task orders to ensure compliance with acceptable engineering scientific standards and agreements. Reviews plans, specifications and estimates (PS&E) to ensure all environmental commitments are included or have been addressed. Attends constructibility reviews for projects in PS&E. Review and prepare non-standard specifications.
25%	E	Works collaboratively with project and resident engineers to prepare and review reports and documents for capital projects. Conducts field reviews and inspections of project sites and determines appropriate measures in order to comply with HW agreements and regulations. Interpret and apply new regulations and health standards related to hazardous waste/material. Also evaluates geologic formations to determine the potential for naturally occurring asbestos.
20%	E	Provides support to the Right of Way, Local Assistance, and Maintenance Design groups in the development of their projects related to HW reports and investigations
15%	E	Provides input to contractors for any necessary changes during construction to ensure findings of HW task orders are met; reviews and approves draft and final reports prepared by these contractors to ensure all terms of contract are met.
10%	M	Attends training courses, provides formal or informal training or presentations to others, participates in internal and external teams, and attend meetings such as safety meetings, constructability review meetings, status of project meetings, and project development team meetings.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of basic environmental engineering and chemistry to evaluate potential Caltrans project impacts on aquatic environments. Knowledge of basic chemical characteristics and parameters of water quality, water treatment systems and current regulations. Knowledge of basic laboratory chemical analysis methods and ability to read, understand and interpret laboratory chemical analysis results. Knowledge of statistical analysis methods to evaluate data. Knowledge of civil engineering, including erosion control, basic fluvial processes, scour, geology, and soil stability. Knowledge of basic hydrology and hydraulics sufficient to allow evaluation of hydraulic treatment controls and fish passage facilities.

Also requires working knowledge of Windows software, MS Office, CADD, and general computer use.
Ability to read and understand roadway and drainage plans and obtain information necessary to evaluate proposed stormwater facilities and potential water quality impacts.

This position requires the incumbent to perform site visits and inspections in difficult terrain. This includes inspecting stormwater drain inlet and outlet locations, water quality treatment facilities, and various erosion control measures located off the traveled way. Duties may require outdoor work during inclement weather.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment or failure to perform duties in a timely manner could result in project delays and loss of future funding.

PUBLIC AND INTERNAL CONTACTS
Must have ability to communicate effectively with representatives from other agencies (local, State, and Federal), and with other functional units within Caltrans on a daily basis. Must be able to make occasional presentations in front of large groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The employee will interact with various levels within Caltrans, and public and private sectors. The employee must work well with others in a cooperative manner, while creating a work environment that encourages thinking and innovation. The employee must

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be flexible to organize and prioritize workload; to be open to change and new information; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The employee may be required to sit for long periods using a keyboard and video display terminal. They may also be required to move large or cumbersome plans.

WORK ENVIRONMENT

The employee will be headquartered in San Luis Obispo and will be required to travel for meetings and training. The employee will work in both a climate-controlled office under artificial lighting, and outdoors where he/she may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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. Working hours will be set sometimes between 6:00am and 6:00pm. Employee must be reachable during work hours while teleworking. Occasional overtime, travel, and overnight stays may be required.

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