

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D2/Maintenance & Operations/Traffic Engineering & Ops	
WORKING TITLE Transportation Engineer, Civil	POSITION NUMBER 902-365-3135-	REVISION DATE

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

GENERAL STATEMENT:

Under the general direction of the Senior Transportation Engineer for Traffic Engineering & Operations, the incumbent performs operational investigations, documents findings, and prepares written recommendations. Tasks also include preparing maintenance work orders and Project Initiation Forms (PIFs). As necessary, the incumbent also prepares sign vendor orders and maintains the District Sign Log. Duties include but are not limited to:

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 - Collaboration)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation)
- **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. (Safety - Innovation)
- **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. (Prosperity - People First)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Equity)
- **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 - Collaboration)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Equity)
- **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 - Collaboration)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Performs Traffic Operational Investigations and determines if improvements are needed. Utilizes the Traffic Investigations Report Tracking System (TIRTS) to document recommendations. Field reviews are standard. Overnight travel may be required.
20%	E	Prepares installation orders to perform signing and striping work with state forces.
15%	E	Prepares sign vendor orders and maintains the District Sign Log.

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

5%	E	Prepares Project Initiation Forms (PIF) or Initial Report District Approved Project (IRDAP) for operational improvement projects to be funded out of the District minor program.
5%	E	Assists District Truck Services Manager with legal and extra-legal truck issues throughout the district. Duties may include field reviews and off-tracking analysis using AutoTurn software.
5%	M	Prepares written technical reports. Provides written and oral responses to internal and external inquiries. Provides consultation to Legal Division for traffic related issues, which may include acting as an expert witness.

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

No supervision duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid Certificate of Registration as a Civil Engineer is desirable, but not required. Must have knowledge of the following:

- Methods, materials & equipment used in the design & construction of transportation facilities.
- Principles and practices of traffic engineering and modeling.
- Computer software applicable to traffic operations.
- Engineering mathematics.
- Computers and their use.
- Department safety and health policies and procedures, including the California Code of Regulations, Title 8 Industrial Regulations, Safety Orders, Code of Safe Practices, and Safety Manual.
- Caltrans injury and Illness Prevention Program.
- Caltrans Department Policies and Procedures.

- Ability to:
- Be highly productive and complete tasks within assigned timeline.
 - Read and understand highway plans, drawings, and field data.
 - Prepare and review complex plans, cost estimates, and specifications.
 - Perform engineering calculations to substantiate conclusions.
 - Maintain organized project files and personal space.
 - Analyze situations accurately and take effective action.
 - Correlate plans, designs, drawings, and data with physical conditions.
 - Prepare correspondence and detailed reports. Excellent writing skills required.
 - Establish and maintain friendly and cooperative relations with those contacted in the course of the work.
 - Follow directions and work independently.
 - Correspond professionally, effectively, orally and in writing, with other Caltrans functional offices, local agencies, and the general public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for decisions necessary to complete the specific job assignments listed above. The consequences of poor decisions and/or inaction could include the following: adverse affects to the form, function and safety of highway facilities; projects not delivered within required time frames; resources expended on proposals which do not meet minimum criteria; less than optimum highway safety for the public; insufficient information for managers to schedule and monitor program activities; incorrect costs applied to developers, local agencies or to the State; and additional costs and/or time delays to construction projects.

PUBLIC AND INTERNAL CONTACTS

Contact with the public can be frequent, primarily through phone and written contact, with occasional public presentations. Some presentations may be after normal working hours.

This position will require extensive contact within the District and North Region, including Design, Environmental, Office Engineer, Program Management, Right of Way, Advanced Planning, Construction, Permits, and Maintenance. Contact with Headquarters Traffic will be required on a regular basis.

Contact will be required with local government, city, county, private engineering consultants, and other State agencies. The employee will occasionally contact industry representatives to transmit or obtain relevant engineering information.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include periodic fieldwork, lifting up to 50 pounds and occasional driving for long periods. Incumbent may be required to travel in state, but the travel is not frequent.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others.

Employee must have the ability to refrain from insubordination, follow supervisor's instructions, "get along" with supervisors and co-workers, avoid violent behavior, understand and follow Caltrans policies, and avoid disruptive or harassing behavior.

WORK ENVIRONMENT

At their base operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors on occasion and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold.

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.

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
------------------------	------