

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D2 / Maintenance Engineering	
WORKING TITLE Project Engineer	POSITION NUMBER 902-600-3135-XXX	REVISION DATE

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

GENERAL STATEMENT:

Under direction of the District Maintenance Engineer, a Senior Transportation Engineer, and functional direction of the Highway Maintenance (HM) Coordinator, a Transportation Engineer, Civil (leadworker), the incumbent is responsible for the preparation of engineering work for plans, specifications, special provisions, and estimates for major maintenance contracts. Works as a Project Engineer developing pavement preservation contracts Ready to List (RTL) and advertisements for award by the Department of Engineering services, working cooperatively with all functional units in District 2. Ability to prepare complete project initiation document or scope of work document as directed by the Maintenance Engineer of HM Coordinator. Assist the District Maintenance Office Engineer in preparing contract specification, submittals to functional units, district circulations, peer reviews and submittal of Authority to Advertise District Delegation (MDD) for various maintenance pavement preservation projects. Perform a variety of professional engineering work in an office and field environment.

Must be proficient with personal computer, and software applications such as Microsoft Excel, Filemaker Pro and Microsoft Word. Familiarity with database, GIS and microstation software preferred. Must deal effectively with people, use tact, good judgment and customer service attitude is a priority.

Job assignments may be subject to rotation, changes of shift, work hours and workdays, often have fieldwork requiring travel and other duties as required. Incumbent will be required to have a valid CA class C driver's license.

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. (Safety - Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Prosperity - Innovation, People First, 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, People First)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Equity - Collaboration, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration, Innovation)
- **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. (Prosperity - Collaboration, People First, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Innovation, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Prosperity - Innovation)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Performs task as a Project Engineer, on a wide variety of professional engineering work in an office or in a field situation. Performs Peer Reviews and prepares engineering work for plans, designs, details, estimates and maintenance of transportation systems, in whole or in part including but not limited to profile, cross section and quantity sheets. Makes layouts, assembles specifications, reviews or assists in reviewing project proposals, plans and specifications prepared by others. Project assignments may include Highway Maintenance, Rehabilitation, Capital Preventive Maintenance, Minor B or contracts submittal to the Department of Procurement and Contracts (DPAC). Identifies elements that are not within normal acceptable technical guidelines as written in manuals, design bulletins and other reference guides. Calculates and/or checks highway contract quantity calculations and miscellaneous quantities shown on plans. Above duties will be performed with a heavy reliance on Computer Aided Drafting Design (CADD) and other computer applications. Maintains and revises status documents for major maintenance projects. Ensures status documents are shared with Project Management and Budgets to update projects tracking systems.
35%	E	Performs tasks in cooperation with the District Office Engineer, reviewing plans specifications and estimates prepared by various Project Engineers and prepares documentation for certification of project ready to list. Revises plans. specifications and estimates while working in coordination with Project Engineers and delineation units prior to submittal the North Region Office Engineer. Coordinate, develop and prepare Special Provisions and Specifications for State Major Maintenance Contracts. Review plans for consistency in accordance with the Drafting and Plans Manual. Review quantity and cost estimate data records using the Basic Engineering Estimating System (BEES). Prepare, process and circulate a Draft PS&E submittal for review and comment by Caltrans functional units. Facilitate and perform peer review of contract documentation for quality control and submit Project PS&E Submittal to Engineering Service Center-Office Engineer. Coordinate between Design Branch and Engineering Service Center-Office Engineer for PS&E submittals, informational handouts and related activities leading to a biddable and buildable project.
10%	M	Works closely with field maintenance to ensure maintainability issues are resolved prior to construction. Maintainability issues include items of work performed by contract that will reduce maintenance efforts rather than increase maintenance. Reviews contract plans with maintenance personnel in the field and provide written comments to district Project Engineers assigned to design contract plans.
5%	M	Provides assistance developing Initial Report District Approved Project (IRDAP) and SHOPP Managers Initial Project Scope (SMIPS) that include scope of work, Day Labor, measuring, quantifying and estimating cost.
5%	M	Perform construction contract administration and/or inspection. Other duties as assigned.

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

Basic understanding of the Pavement Program guidelines, Highway Design Manual and Maintenance Technical Advisory Guidelines. Basic knowledge of the principles of surveying, mathematics as applied to Civil Engineering, handling materials for sampling prior to laboratory testing, safety, and properties of materials and uses of engineering construction materials.

Must have a wide knowledge of details including software, methods and layouts used in the preparation of contract plans and construction drawings, highway design engineering practices, conventional and state-of-art computer applications to transportation engineering work, and technical level skills in order to understand and apply Caltrans manuals and standards.

Must have the ability to make effective oral presentations, prepare correspondences and reports and to communicate effectively in writing. Must interact effectively with people, use tact, good judgment and have a customer service attitude as a priority.

Must have the ability to make accurate mathematical calculations, demonstrate the potential to assume progressive

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responsibility, organize/arrange data to produce effective work products without repetitious direction; and possess interpersonal skills necessary to be an effective team member.

Incumbent must be able to analyze situations in order to make effective recommendations on very short notice. Analysis of the information and plans submitted are to insure that the proposed work conforms to state standards and requirements, and that sound engineering practices are employed.

Must have basic knowledge of a personal computer, and software applications such as Microsoft Excel, Filemaker Pro and Microsoft Word. Familiarity with database, GIS, microstation software, Civil 3D, BEES and PRSM.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in an expensive waste of time and materials, cause additional work and project delays, and could result in excessive construction contract claims.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Errors in judgment could jeopardize meeting project deadlines. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to effectively work with others in their division and coordinate with other functional units within the District. Incumbent may be involved with technical/professional level staff members in other districts and headquarters, and members of outside agencies and local interest groups.

Maintains exceptional relationships with engineering and field staff, locals and contractors. Meets and confers with a wide range of operational and management levels within the Department and the District.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee may be required to sit for long periods of time using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting, climbing, kneeling, twisting at the neck and waist. Operating a motor vehicle is also part of this function. The ability to lift or carry 15 pounds or move large or cumbersome plans and diagrams from one location to another will be necessary. Other activities may be reaching above or at the shoulder, pushing or pulling, simple grasping or fine manipulation.

WORK ENVIRONMENT

While at their base operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel.

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 headquarterd location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.)

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