STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	DISTRICT 4/DESIGN SERVICES/HYDRAULIC ENGINEERING	
WORKING TITLE	POSITION NUMBER	REVISION DATE
District Hydraulics Engineer (Specialist)	904-104-3161-xxx	6/16/2026

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 Office Chief for the Office of Hydraulic Engineering, the incumbent will be responsible for providing technical design information and providing technical direction to staff required to complete assigned tasks; negotiating project resources; providing technical support to District Environmental, Legal, Maintenance, and Permit Offices as necessary; providing design oversight for all hydraulic related activities associated with the nine counties which District 4 is comprised.

CORE COMPETENCIES:

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

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Develops drainage plans, specifications, details, and estimates for a variety of transportation related projects and activities.
25%	E	Reviews and approves work prepared by consultants, to ensure it is completed in accordance with acceptable processes and standards and provides a safe, maintainable, and sustainable product for the Department. Reviews draft and final reports, memos and letters requiring hydraulic expertise and acts as a liaison to other offices within the District, Headquarters, or with outside agencies in regards to drainage matters.
15%	E	Provide technical support to Construction, Maintenance, Environmental and the Legal Division. This includes representing the Department as a PMK for depositions and at trial.

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10%	E	Assists the Office Chief in administering the Office on-call contract. This includes maintaining a list of task orders, monitoring expenditures and scheduling meetings.
5%	E	Recognizes appropriate engineering practices and standards as set forth in the various manuals and directives so that drainage facilities are properly planned, safely designed, and can be easily constructed and maintained.
5%	M	Serves on technical task forces and special assignments.
5%	M	Mentor new hires in the office.

[1]ESSENTIAL 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
Under the general supervision of the Office Chief, the Senior Transportation Engineer may be responsible for acting as a lead worker directing up to two staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must establish and maintain a close working relationship with other District Design Offices and Project Managers in order to generate project work plans and monitor project activities. The incumbent should establish and maintain a close working relationship with consultants and staff members of Local, Regional, State, and Federal Agencies for the purpose of improving project delivery and coordinating hydraulic design activities. The incumbent meets with community groups, local elected officials and staff, private individuals and other interested parties to discuss and resolve sensitive hydraulic matter. Incumbent must be familiar with hydraulic software used by the office, consultants, and other agencies for designing drainage facilities and analyzing waterways.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment, assessments, oral presentations, or testimonies may result in inconveniences to the traveling public, denial of federal funds, project delays, losses of time and money to the contracted consultant, unfavorable court decisions, and added expenses and loss of credibility to the Department.

PUBLIC AND INTERNAL CONTACTS
The incumbent establishes and maintains a close working relationship with other District Offices, Headquarters Divisions, and the consultant community for the purposes of scheduling project work and coordinating hydraulic design activities, maintains close coordination and cooperation with staff members of Local, Regional, State and Federal Agencies; meets with community groups, local elected officials and staff, private individuals, and other interested parties to discuss and resolve sensitive hydraulic problems; and coordinates activities with local developers and their representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Incumbent should be able to effectively communicate Department policy to individuals and groups. The incumbent must be able to work cooperatively with others and be able to fairly evaluate and assess the merits of opinions presented. The incumbents may be involved in emotionally charged issues and should be able to respond in a professional manner. The incumbent will be required to perform field work at sites with varying degrees of accessibility. Incumbent may be required to carry heavy field equipment.

WORK ENVIRONMENT
While at their base of operation, the incumbent will work in a climate controlled office under artificial lighting. The incumbent will also be required to travel and work outdoors and will be exposed to weeds, dirt, noise, inclement weather, extreme heat and cold.

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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

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