STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	Construction Division / Training & Environmental Office	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Construction Storm Water Coordinator	913-500-3161-030	10/14/2026

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, a Supervising Transportation Engineer, the position serves as the Construction Storm Water Coordinator in the Headquarters Division of Construction (Division). The incumbent assures that the Division complies with water quality and storm water pollution prevention laws, permits, management plans, legal and regulatory actions, and government regulations. The incumbent also serves as a team leader and is responsible for providing guidance to district construction storm water coordinators. This position is located at Headquarters.
Other responsibilities include, but are not limited to: development and implementation of the Division's business plan and focus areas; development and review of construction standards, and other departmental policies and directives; updating construction manuals, and the Division's storm water guidance materials; participation on teams in the development of innovative solutions to challenging matters.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Equity, Integrity, Stewardship)
- **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. (Equity, Employee Excellence - Equity, 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. (Equity, Climate Action, Employee Excellence - Equity, Innovation, Stewardship)
- **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, Climate Action - Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation, Integrity, Pride)
- **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. (Equity, Employee Excellence - Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Employee Excellence - Equity, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Climate Action, Employee Excellence - Equity, Integrity)

TYPICAL DUTIES:

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

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25%	E	Measure performance and provide storm water support to districts and other functional units within the Department by conducting and overseeing project compliance reviews of procedures and permit requirements. Identify best management practices and implement them on a statewide basis by providing training to field staff and develop lessons learned for inclusion in training and in the construction bulletins, participating in regulatory agency reviews regarding storm water pollution issues during construction; conducting storm water program audits and formulate audit responses for storm water compliance and resource utilization and providing technical assistance and clarification of technical engineering issues related to the Department's storm water permit and management plan, the construction storm water general permit, contract specifications, contract plans, Division policy, and technical storm water manuals, guides, and handbooks.
20%	E	Prepare statewide construction policy, specifications, and procedures by developing policy, procedures, and specifications for implementation of federal storm water regulations, state laws and regulations, the construction general permit, the Department's storm water permit, and local permits for compliance with the clean water act and erosion control regulations and developing reviewing and coordinating with other functional units to update and improve storm water construction contract specifications and plans.
15%	E	Review and provide comments for construction compliance of products developed by internal storm water functional units by preparing, reviewing and assuring accuracy of storm water compliance reports that comply with regulatory reporting requirements and reviewing work products of other functional storm water units, identifying impacts on the Division's operations, and communicate those concerns to the originating unit.
15%	E	Lead, coordinate, and participate in the Department's storm water management teams. Develop and deliver training for Water Pollution Control Program (WPCP) and Storm Water Pollution Prevention Plan (SWPPP) by leading construction storm water coordinators meetings for the Division on a quarterly basis; participating in the Department's storm water advisory team, quality teams, audit evaluation teams, process improvement teams, and work groups; facilitating division, district, and contractor training through direct training development or through utilization of consultant contracts; coordinating training delivery with consultants, the Division, and districts and delivering storm water training as an instructor, as needed.
10%	E	Provide management information and support by tracking lawsuits, Notices of Violation, and Administrative Civil Liability lawsuits related to construction National Pollutant Discharge Elimination System (NPDES) compliance; identifying, communicating, and recommending divisional positions based on an assessment of potential impacts on divisional functional operations due to changes in internal management practices, delegations of authority, the storm water permit, the construction storm water general permit, the storm water management plan, and storm water products developed by others; preparing issue papers, delegations of authority, oral presentations, and policy proposals on complex storm water issues, laws, and regulations; providing storm water briefings for managers in the Division and districts; developing temporary sediment transport, erosion control, and soil stability solutions for active construction sites evaluating new product proposals, studies, research, and regulatory changes for adoption by the Division.
5%	E	Manage and procure storm water resources by preparing an annual Division storm water strategic compliance plan and resource needs assessment; evaluating and preparing, or assisting the Division of Environmental Analysis in the preparation of the request for proposals for new consultant contracts; preparing budget change proposals; preparing and administering service contracts; preparing and administering equipment/supply procurement requests; developing, procuring, and managing consultant service contracts and task orders.
5%	M	Promote storm water compliance internally, with contractors, and with regulators to assure Department and contractor storm water regulatory compliance by communicating and promoting storm water policy through development of policy documents, manuals, checklists, guides, pamphlets, videos, and other digital media; publishing and distributing storm water news bulletins; publishing, printing, and maintaining inventory of promotional materials either internally or through consultant contracts and developing and maintaining the storm water website, and post updated SWPPP template, policies, videos, guides, manuals and other related materials on the Division Internet and Intranet websites.

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5%	M	Coordinate with the Federal Highway Administration (FHWA), industry, and other programs by representing the Division at statewide storm water meetings; working with other programs to ensure consistent application of environmental requirements, FHWA requirements, design standards, and erosion control best management practice; ensuring that erosion control standards, erosion control practices, and hydraulic standards are included in construction procedures, practices and training and meeting with the Environmental Protection Agency (EPA), consultants, contractors, district staff and state and local water board staff.

[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
This position does not directly supervise staff. However, the incumbent will be expected to function as a team leader and is responsible for providing guidance and policy to district construction storm water staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must hold a valid registration as a professional Civil Engineer. The person should have: knowledge of the goals, objectives, organization policies and procedures of project development but especially of the Division; knowledge of construction techniques, construction erosion control techniques, related specification, and construction details. Knowledge of landscaping practices and hydraulics is desired but not required. The individual must have the desire to learn and work cooperatively with others in headquarters.
The incumbent needs to take independent action, to survey, research and to stay informed of state-of-the-art in storm water management practices and landscaping. Initiative is required to identify emerging problems, alternatives, and choose solutions in applying landscaping, storm water management and erosion control. This person will need to integrate expertise from hydraulics, landscaping, erosion control, and construction management. This person must be capable of developing issue paper, reports, and recommendations for quality improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent represents the Department externally on construction storm water and erosion concerns with the Associated General Contractors (AGC), United Contractors (UCON), Southern California Contractors Association (SCCA), Water Quality Control Boards, and the EPA. In this capacity, the individual represents the Division's policy and position on erosion control issues and is responsible for working with other programs' staff to come to agreements on issues with these parties.
Error in judgment could result in construction of substandard facilities causing future maintenance problems, increased costs to the State, and a safety hazard to the public. An error in judgment could also result in water pollution from ongoing construction activities along with fines, Notices of Violation, and Administrative Civil Liability from the State and Federal regulatory agencies, and potential lawsuits related to construction compliance of NPDES requirements.

PUBLIC AND INTERNAL CONTACTS
The position is the construction storm water representative to the districts and other functional organizations. This individual represents the Division manager at industry group meetings, serves on industry improvement teams, serves on departmental erosion control task groups, represents the division at district meetings and is the representative for construction with FHWA. This person will perform liaison activities with headquarters Divisions of Design (Landscape, Storm Water and Hydraulics units), Engineering Services (Office Engineer), and Environmental Analysis (Storm Water Program).

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The employee will interact with various levels within Caltrans and public/private sector, and it is important that the employee works well with others in a cooperative manner, while creating a work environment that encourages creative thinking and innovation. The employee must also be flexible to organize and prioritize workload for the Division; 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 commitments to public service.

WORK ENVIRONMENT
The incumbent will work in a climate-controlled office under artificial lighting. The use of a laptop computer is essential. Intermittent statewide travel may be necessary for meetings and training. Travel to the districts will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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. For permanent and limited

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term appointments, 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

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