STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	56-Maintenance-Stormwater & Environmental Compliance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Statewide Maintenance Stormwater Coordinator	913-690-3161-007	

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 Chief, Office of Drainage and Stormwater Management a Supervising Transportation Engineer, the Senior Transportation Engineer, in a supervisory capacity, is responsible for policy development, research and program development and implementation of the National Pollutant Discharge Elimination System (NPDES), Stormwater Management Plan (SWMP) and related guidelines, permits and requirements for the Maintenance Program, serves as the technical lead for the Program and assists the Office Chief in a supervisory capacity, in coordination and development of issues and policies and in development and implementation of existing and new program elements and related work to meet NPDES Permit and other related Maintenance Program activities, works closely with the other program managers to meet departmental needs and mandates.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Equity, Climate Action, Prosperity - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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.

25%	E	Serve as the Statewide program coordinator for the Maintenance NPDES Stormwater Compliance efforts. Provides experienced, authoritative, professional assistance in interpretation and application of the Statewide NPDES Stormwater permit and SWMP responsibilities for the Maintenance Program. Works closely with the HQ Stormwater and the districts Stormwater Coordinators and Maintenance personnel. Coordinates, provides oversight, reviews and provides maintenance input in development and revisions of all Maintenance Program statewide Stormwater plans and permit documents. Helps improve the program effectiveness, oversees various areas on policy development, implementation and monitoring, personnel management and development. Works closely with the other program leads. Provides maintenance program liaison at planning, permit and other meetings that have the potential to impact district maintenance operations and resources. As a representative of Headquarters, confers with maintenance personnel, environmental, design and others of all classifications and levels in headquarters and in the districts, relative to the details of work planned or performed in the districts relating to Stormwater permit compliance. Provides experienced, authoritative, professional direction and assistance in development, coordination and review of the maintenance aspect of regional workplans, proposed pilot projects and other required monitoring and reporting issues. Ensures proposed Stormwater issues consider maintainability and that all proposed plans and projects are possible, feasible and maintainable.
25%	E	Acts as the Assistant Office Chief in a supervisory capacity. Supervises and directs the staff for various areas of responsibilities, assigning, overseeing and approving work. Coordinates work and handles difficult problems in coordination of work of other headquarters maintenance Stormwater personnel and related programs. Acts for the Chief when unavailable, represents the Office on various committees, task forces, or teams.
20%	E	Develops, implements and maintains a statewide waste management plan. Serves as the statewide program coordinator and provides statewide oversight for the Maintenance Waste Management Plan activities in meeting NPDES Compliance efforts. Conducts a technical statewide assessment of the Division of Maintenance roadside stockpile and waste spoils management practices. Makes special reports and investigations; develops and recommends changes in policies, programs, standards and concepts. Develops, reviews and recommends best management principals, policies, procedures and standards. Coordinates updates and revisions to Maintenance Staff Guide, Stormwater Bulletin and other related materials. Assists in the development, review and implementation of alternative roadside design features that improve maintainability and safety, reduce erosion, maintain plant materials and prevent surface runoff.
10%	E	Helps improve the program effectiveness, maintains statewide inventory and inspection database and establishes annual resource needs and statewide funding levels for the program and recommends district allocation levels for Office Chief's approval, monitors and tracks Stormwater activities and assists the Division of Environmental Analysis (DEA) in preparation of Annual Reports on compliance, monitoring, and implementation of the statewide Stormwater permit and management plan.
10%	E	Develops, implements, and monitors training and awareness programs that teach personnel their responsibilities under the statewide permit and management plan. Assists the districts in developing and executing training classes on Stormwater quality management issues. Documents, evaluates and maintains records of employee training activities to support the Stormwater management program.
10%	M	Prepares correspondence, action requests, statistical data and other written material for Stormwater issues as well as other related efforts. Assists in development of BCPs and other documents as needed.

[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

Acts in a supervisory capacity for diverse group of classification, including Engineers, Maintenance Manager I's, Student Assistants, rotational employees, and retired annuitants. Supervises, guides, develops, and evaluates personnel to achieve program objectives. At the Office Chief's direction, in his/her absence, acts as Office Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a good working knowledge of Maintenance functions and practices, safe operating practices, roadside management, contract management, and the principles of program management and procedures of the Department. The position requires knowledge of various phases of transportation engineering, maintenance, system planning, and techniques of personnel management and supervision.

Must work and communicate effectively with the internal partners, the public and others outside the Department. Strong written and oral communication skills are required.

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.

Must have a valid Civil Engineering Registration in the State of California. Considerable initiative is required for this position to improve and implement the program and to identify management systems for efficient management of the program. Must have practical field engineering experience in highway maintenance techniques.

Must have working knowledge of database creation, modification, and usage. Must be capable of developing a progressive working knowledge of software programs including Microsoft Office Suite. Must work and communicate effectively with the internal and external partners and customers.

Must have the ability to perform independent investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards. The incumbent must be able to expand on the practical application of written policies, procedures and standards. Must be able to work independently or as part of a team.

Must be able to judge work quality and performance, interpret departmental policy, make clear oral and written presentations, and provide training to employees.

The incumbent must have the ability to analyze complex problems and recommend effective courses of action, evaluate technical data, and make objective recommendations for maintenance related issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Acts as a maintenance program expert in matters dealing with NPDES and related Stormwater compliance issues, reporting and regulations. Is responsible for independent action in carrying out assigned duties relating to the Department's NPDES policy implementation for maintenance functions.

The consequence of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non compliance with permits and plans, procedural errors being incorporated into Division of Maintenance policy documents and the misapplication of resources. It could also lead to regulatory fines, misapplication of resources and poor levels of service to the public. 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

Maintains continuing relationships with district maintenance staff, headquarters staff, related public agency staff, and the public for information gathering and dissemination. Meets and confers with many different operational and management levels within the Department, the districts, outside agencies and local interest groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at base of operations, employee will work in a climate-controlled office under artificial lights. Employee may be required to travel to all parts of the state via car or plane and work outdoors for site and activity reviews, and maybe exposed to dirt, noise, uneven surfaces, extreme cold and heat, and work in close proximity to traffic. Employee will be required to meet deadlines and deliverables, sometimes with very tight time frames and/or involving controversial issues.

Incumbent will be required to sit for extended periods of time performing computer work, reading or preparing documentation, making presentations or attending and running meetings. Will require performing multiple tasks simultaneously.

WORK ENVIRONMENT

The position works on the third floor of a six-story building in downtown Sacramento. The work setting is primary open space with modular furnishings in a climate-controlled office. Employee may be required to work in close proximity to traffic as part of site or activity reviews. Employee may be involved in meetings and discussions with other agencies and/or parts parties, which may be less than amicable.

The incumbent will occasionally be required to travel throughout the State to attend various meetings and to perform field reviews. Employee may be required to work in close proximity to traffic as part of site or activity reviews. The incumbent may be exposed to dirt, noise, and fluctuating temperatures in an outdoor environment.

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.

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

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.