STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	07 / Design / Stormwater Compliance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
District 7 Stormwater NPDES Coordinator	907-304-3161-xxx	08/20/2026

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

GENERAL STATEMENT:

The Senior Transportation Engineer, under the direction of a Supervising Transportation Engineer in the Division of Design, serves as the District Stormwater NPDES Coordinator, overseeing all design-related stormwater activities in the District. The Coordinator manages the District Stormwater program, coordinates with Headquarters and District Program Managers, supervises Transportation Engineers, to perform work that includes, but not limited to, planning and design of permanent stormwater treatment best management practices (BMPs) and providing temporary construction site BMPs recommendations. The Coordinator ensures compliance with the National Pollutant Discharge Elimination System (NPDES) permit, Total Maximum Daily Loads (TMDL), and trash requirements in the District, coordinates with the Regional Water Quality Control Boards to ensure consistent application of Caltrans' Statewide NPDES permit requirements, and collaborates with local municipalities to develop cost-effective watershed-based solutions, including water quality monitoring and alternative stormwater treatment compliance projects. The Coordinator must hold a valid civil engineer registration from the California State Board of Registration for Professional Engineers.

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. (Safety, Employee Excellence - Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, 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 - Equity, 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. (Equity, Prosperity, Employee Excellence - Collaboration, People First)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Prosperity, Employee Excellence - Collaboration, People First, Pride)
- **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. (Prosperity, Employee Excellence - Integrity, Pride, Stewardship)
- **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, Equity, People First)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Equity, Employee Excellence - Collaboration, Integrity, People First)

TYPICAL DUTIES:

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

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40%	E	NPDES Permit Compliance Coordinates with the Regional Water Quality Control Board (RWQCB) which includes; Serving as the primary point of contact for regulatory inquiries from the RWQCB regarding the Statewide Stormwater Management Plan (SWMP), the District Work Plan (DWP), and NPDES compliance complaints from stakeholders or the public; Preparing the District Annual Report and DWP in coordination with Stormwater functional units in other District divisions; Reporting instances of noncompliance, District response to illicit connections and illegal discharges and unpermitted non-stormwater flow, submitting applications for individual NPDES permits (e.g. dewatering), filing Notifications of Aerially Deposited Lead, and any other compliance documents, as required by the RWQCB; Leading the District's response to Notices of Violation and enforcement actions from RWQCBs, ensuring timely corrective actions; Assisting in the development of new specifications, details, and guidance materials related to stormwater management; Serving as the District representative in Watershed Management and TMDL groups, collaborating with municipal agencies and MS4 stakeholders to meet compliance mandates; reviews and provides feedback on reports; Representing the District at Storm Water Advisory Team meetings to ensure alignment with SWMP.
40%	E	Supervision Ensure District compliance with the NPDES permit by providing guidance and direction to Stormwater staff; Direct staff in the design of BMPs, write and review of Stormwater Data Reports (SWDRs), contract plans, specifications, and estimates for inclusion of permanent erosion and sediment control measures, including permanent stormwater treatment measures that are designed to improve or minimize a project's water quality impacts; Ensure SWDRs are approved in a timely manner to meet project delivery schedules; Determine staffing and unit resourcing needs, including forecasting Person Year resources; Must be able to effectively communicate with his/her staff on work-related items, as well as, personnel issues.
15%	E	NPDES Permit Compliance Unit Credit Tracking Coordinate with HQ Division of Environmental's Office of Stormwater Program and District various Divisions/functional units to implement BMPs from Storm Water Corridor Studies, and feasibility studies into the SWDR at all project phases; Partner with Design Managers and Project Engineers to identify feasible alternatives for BMPs deemed non-maintainable to ensure the retention of treatment credits; Work with Stormwater staff to maintain the Permanent Treatment BMP inventory to track assets from the planning phase through construction and reflect additions/removals of BMPs in the Caltrans Stormwater Portal and mapping systems at each phase and to verify, prior to contract acceptance, treatment BMPs are constructed and operational in accordance with the project plans; Provide guidance and direction to other District Divisions, specifically Maintenance and Construction, to comply with the NPDES Permits requirements.
5%	M	Coordinate and participate in Stormwater training. Develop Stormwater design training for District Staff; Ensure staff is trained and stays in compliance with mandatory training requirements (Title VI, Ethics, Sexual Harassment Prevention, etc.) and take appropriate action for non-compliance.

[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

The Senior Transportation Engineer supervises the Storm Water Unit, which consists of Transportation Engineers, Technicians, Landscape Associates, and various support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

He/she must have knowledge of:
Highway Design Manual, Project Development Procedures Manual, Project, Planning and Design Guide NPDES permit requirements, State Highway Operation and Protection Program (SHOPP) 335 Program, and the various phases of transportation engineering design, economics and financing; State, local, and regional governmental organizations and regulations as they relate to project development; the principles of public administration, including budgeting; principles and techniques of supervision and personnel management; sources of funding stormwater programs; Effective public information techniques.

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The individual must have the ability to:
Plan, direct, and coordinate work of a group of engineers, landscape architects, and technicians engaged in the design of stormwater BMPs; Analyze situations and take appropriate administrative action; Work effectively with others as an interdisciplinary team member; Establish and maintain effective cooperative relations with those contacted in the course of the work; Provide leadership in the development of stormwater elements; work effectively under tight time constraints, client demands and the pressure of multiple deadlines; Represent the Department with other public and private agencies; Make presentations; Communicate effectively, both oral and written.

The Senior Transportation Engineer utilizes his/her engineering abilities, background, and judgment and analyzes data on alternatives and costs, and technical reports to provide fulfillment of transportation engineering needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors, omissions, poor judgment and inefficient use of time in NPDES Permit work risk non-compliance and may result in penalties by the regulatory agencies and third-party lawsuits. NPDES permits have wide reaching
budgetary and workload implications throughout District functions. The incumbent advises other District units on course of action regarding regulatory requirements.

Timely response to regulatory notices is critical in order to avoid severe financial penalties. Errors in judgment could result in noncompliance and project delays.

PUBLIC AND INTERNAL CONTACTS
Frequent contact with HQ Division of Environmental Analysis, Design, functional units, various divisions in District 7, various divisions in other Districts, and other public and private agencies may be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent will be required to engage in sustained mental activity to produce reports, problem solving, analysis and reasoning; Must have the ability to multi-task, adapt to change in priorities and complete tasks or projects with short notice; Must be responsible and reliable.

Employee will be required to develop and maintain cooperative relationships with all levels of HQ staff and District; Respond appropriately and tactfully to difficult situations, issues or problems; Must be able to maintain confidentially and exhibit calm, professional demeanor when interacting with others.

WORK ENVIRONMENT
Employee will work in a climate-controlled environment under artificial lighting most of the time, occasional field work subject to varying climate, dust, and uneven terrain to review issues may be required.

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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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