STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	43/Env.Analysis/Haz Waste, Air Quality & Noise Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Air Quality & Noise Specialist	913-140-3161-004	6/17/2015

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Chief, Office of Hazardous Waste, Air, Noise and Paleontology Office, the incumbent is responsible for providing statewide direction for the Department's air quality, energy and traffic noise and vibration analysis and abatement programs. The incumbent is responsible for developing project delivery related air quality, energy and noise analysis and abatement guidance, providing expert assistance with air quality and noise abatement issues and providing training for project level air quality, energy and noise analysis.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Develop comprehensive technical direction for the Department's air quality, energy and noise and vibration analysis programs. Ensure statewide consistency in the Department's project level air quality impact and energy assessment and noise abatement activities. Provide support for air quality hot spot and traffic noise analysis, including training to ensure regulatory compliance. Assist with consultant contracts to develop training materials for air quality and noise modeling. Responsible for the development and update of guidance material such as air quality hot spot guidance, Traffic Noise Analysis Protocol, Technical Noise Supplement to the Traffic Noise Analysis Protocol and chapters 11,12 and 13 of the Standard Environmental Reference (SER).
30%	E	Support districts in resolving air quality, energy, noise and vibration issues related to transportation project environmental studies. Provide training and expert guidance to implement state of the art best practices in project air quality and noise impact analysis. Develop proposals for enhancement of air quality and noise tools for project delivery. Work with the Division of Planning, consultant and other stakeholders in developing air quality guidance and addressing air quality issues.
10%	E	Responsible for ground-borne vibration analysis including the development and periodic revision of the Caltrans Transportation and Construction-Induced Vibration Guidance manual. Provide technical assistance to the districts and other Caltrans customers regarding ground-borne vibration related issues including monitoring and impact assessment specifications.Conduct Independent Quality Assurance (IQA) of air quality, energy and noise sections of environmental documents and technical studies. Review and approve non-standard specifications related to vibration analysis.
10%	E	Develop and analyze federal and state legislation related to air quality and noise abatement. Participate with the Division of Planning, federal, state and regional agencies in developing implementation strategies and guidance responsive to federal and state air quality and noise regulatory changes.
5%	M	Prepare and present air quality, energy and noise analysis material for district and corporate training and staff development. Assist with consultant contracts to develop tools, guidance and training materials.
5%	M	Represent the Division of Environmental Analysis by serving on or leading statewide and corporate continuous improvement teams. Perform special assignments as the need arises.

[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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent is a specialist in the area of noise and air quality and in conjunction with district and HQ staff may act as the lead in guiding district activities and directing tasks related to consultant and university contracts.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge: An in-depth knowledge of Caltrans' major activity areas and organization, departmental policies and financial constraints, and specific knowledge of noise abatement and air quality laws and regulations, contract administration, project development procedures, transportation characteristics, issues, and planning concepts is required. Must have a working knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to planning, design, construction, operation, and maintenance of transportation facilities. The position requires knowledge of local, state and federal regulations related to noise abatement issues as well as specific knowledge of investigative procedures. The incumbent must be knowledgeable of the principles and techniques of research and statistical analysis related to noise abatement and air quality analysis.

Abilities: Based on a broad professional engineering experience and expertise must be able to reason logically and creatively and to exercise good judgment on matters related to the planning and environmental analysis of transportation facilities, and the development and updating of the Department's noise abatement and air quality processes, policies and procedures. Must be able to take action independently, and organize work priorities. Must be able to establish and maintain cooperative relationships, dealing with tact and persuasion with district and corporate counterparts. Must be able to communicate effectively both orally and in writing. Must possess good technical report writing capabilities and administrative leadership characteristics. Must possess the ability to plan and conduct noise abatement and air quality studies, coordinate with the work of others engaged in these studies, analyze the data, and report the results. Must be able to prepare reports and correspondence and be capable of effective verbal and written communications with the public, departmental staff and professional peers. Must be able represent the goals and objective of the department in public hearings on air quality and noise issues.

Analytical: Must reason logically and creatively using a variety of analytical techniques to obtain solutions, recognize erroneous data and review projects for overall soundness. The work and responsibilities of this position require a high degree of understanding on the inner relationships of the various internal/external constraints and controls related to environmental engineering that can influence the operation of the department and affect project delivery.

Possession of a valid certificate of registration as a civil engineer issue by the California State Board of Registration for Professional Engineers is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer is responsible for independent action in carrying out the assigned duties. As a technical expert the incumbent is expected to routinely make final decisions on questions raised either verbally or in memos from the districts relating to the environmental analysis and the project development process. Based on engineering experience and expertise, the incumbent must be able to provide accurate and thorough recommendations on the various environmental and project development documents. Failure to carry out these responsibilities could result in:

- Inconsistent statewide decisions in the development and operation of transportation facilities
- Project delays or program failure
- Unnecessary investigations or sampling, data acquisition and expenditure of funds
- Litigation that could delay and/or add substantial cost to essential projects or programs
- Loss of public confidence in Caltrans as a responsible public agency and first-rate engineering organization

PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Engineer must establish and maintain working relationships on a daily basis with Caltrans district management and with district planning and engineering staff; and with other disciplines in the Environmental Analysis Division; as wells as with staff working in other Headquarters' Divisions or Programs such as Design, Local Assistance, Research Innovation and System Information, Planning, Transportation Programming, Traffic Operations, Engineering Services, and Administration. The incumbent must also establish and maintain a good working relationship with external agencies such as the Federal Highway Administration and other state and federal agencies. The incumbent arranges for, attends, participates in, and where appropriate, represents the Department at meetings with interest groups, individuals, and local, regional, state and federal agencies in regard to air quality and noise abatement issues.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to grasp the essence of new information and master new technology and improvements.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally changed and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must formulate effective strategies consistent with the business and competition related to emerging technology and develops new insights into situations and applies innovative solutions to improvements.

Must be capable of translating between engineering, transportation, planning and environmental terminology and common language. Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams.

The incumbent must be open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and individual differences in the workforce.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor, to read, review or prepare documents. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

The incumbent must be willing and able to travel throughout the state to other district offices and project sites. While traveling, the incumbent must be capable of lifting and carrying their own luggage, computer equipment, or other materials, weighing over 10 pounds.

WORK ENVIRONMENT

The work environment will include office and occasionally, field environments. The work environment is fast-paced and requires considerable flexibility in managing time, priorities and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to meeting facilities and/or project sites. In the field the incumbent may experience all climatic conditions, including sun, wind, rain, snow, ice, or other conditions such as, dust, dirt, construction equipment, traffic, animals, insects, or loud noises. While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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.)

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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