

POSITION DUTY STATEMENT

PM-0924 (REV 9/2001)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Central Region Environmental, NPDES Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CENTRAL REGION NPDES COORDINATOR	906-156-3161-XXX	2/14/13

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 regularly and on time; 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 general direction of the Central Region Environmental Office Chief – South (a Supervising Environmental Planner), the incumbent supervises the work of the NPDES Unit Activities. Incumbent acts as the Central Region’s primary contact with the Central Valley, Central Coast and Lahontan Regional Water Quality Control Boards for all regulatory issues. Supervises staff in three different locations, Fresno, San Luis Obispo and Stockton. Traveling to these locations to perform supervisory duties is required.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
30% (E)	Coordinates all projects for storm water compliance through the review and approval of Storm Water Data Reports, Project Reports, and PS&E packages. Ensures proper selection, application, design, and incorporation of Treatment, Design Pollution Prevention, and Minimum Critical Construction Site BMPs. Negotiates, interprets, and implements Statewide NPDES storm water permit with the Regional Boards. Coordinates cross-divisional storm water quality functions.
15% (E)	As delegated by the District Director, serves as the principle point of contact for regulatory inquiries, orders, and directives regarding the implementation of the Permit and Storm Water Management Plan (SWMP). Coordinates regulatory responses for enforcement orders, reports of non-compliance, illicit connections and illegal discharges.
15% (E)	Performs personnel evaluations, counseling, staffing, quarterly safety meetings, and other supervisory duties. Identifies staff training needs. Provides general direction, establishing work priorities, assigning projects, scheduling work, and monitoring resources and milestones to produce optimum results in an efficient and qualitative manner.
15% (E)	Coordinates and provides for water quality training for permit compliance issues to Region Design, Construction and District Maintenance staff. Is an active member and participant in the Storm Water Advisory Teams.
15% (E)	Oversees the preparation and submittal of the Annual Report and District Work Plans and Annual Needs Assessment. Coordinates with municipalities on design, treatment, permitting, and NPDES compliance issues. Develops, directs, and implements consultant task orders and manages their deliverables and budget.
10% (M)	Assists in field reviews of projects and recommends measures to improve runoff quality in order to comply with permit and SWMP. Guides program self-audit including: Construction Compliance Monitoring, Maintenance Compliance Monitoring, and Design Compliance Monitoring.

SUPERVISION EXERCISED OVER OTHERS:

Supervises a team of transportation engineers, landscape associates, environmental planners, and transportation engineering technicians.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: various phases of transportation engineering, including project development and planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and

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maintenance. Knowledge of project management concepts. Windows software, MS Office and general computer use. Knowledge of principles of erosion and sediment control and re-vegetation. Knowledge of basic hydrology and hydraulics sufficient to allow evaluation of hydraulic treatment controls. Knowledge of water quality laws and regulations, regulatory hierarchy and program delegation, and enforcement protocols and policies. Must have knowledge of principles and techniques of personnel management and supervision.

Ability to: Must be able to reason logically and be innovative, take initiative, and meet and deal tactfully with coworkers, the public, and representatives from other agencies (local, State, and Federal). Represent Caltrans during meetings and negotiations with regulatory agencies, local agencies, environmental symposiums, and other Caltrans functional units. Ability to make public presentations using PowerPoint or other visual aids. Must have ability to communicate effectively with representatives from other agencies (local, State, and Federal) and the private sector on a daily basis. Must be able to make frequent presentations to management and in front of large audiences. Must be able to travel to three different locations, Fresno, San Luis Obispo and Stockton to perform supervisory duties.

Analytical Requirements:

Plan and direct the work of others, analyze situations accurately and adopt an effective course of action, make effective presentations, prepare correspondence and reports, and communicate effectively. Ability to read and understand roadway and drainage plans and obtain information therefrom necessary to evaluate proposed Stormwater facilities. Ability to read and understand Storm Water Data Reports, NPDES permits, Storm Water Management Plans, Total Maximum Daily Load mandates, Regional Basin Plans, and other regulatory documents. Become familiar with these documents sufficient to expertly represent the Region in permit negotiations, advise other Caltrans functional groups, and prepare accurate reports and records. Ability to analyze and interpret regulatory situations accurately, gather and analyze data, and prepare written reports.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

NPDES permits have wide reaching budgetary and workload implications throughout District functions. Incumbent advises other District/Regional units and upper management on course of action regarding regulatory requirements. Timely response to regulatory notices is critical in order to avoid severe financial penalties. Errors in judgement could result in noncompliance and project delays. Legal precedence has been set in other districts for lawsuits against violators. Law enforcement action can be taken against individuals for noncompliance.

PUBLIC AND INTERNAL CONTACTS:

Contact with representatives from other agencies (local, State, and Federal) and the private sector on a daily basis, to ensure proper compliance with NPDES permits. Works with Central Region Design, Construction and Maintenance staff to ensure proper water quality training.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Other physical requirements listed, but not limited to walking, climbing stairs, lifting / carrying light objects without causing injury (i.e. books, binders, plan sheets, etc.), twisting, stretching, bending, stooping and kneeling. Incumbents should not move office furniture and equipment.

The workload is subject to frequent, substantial, and unexpected changes within a short time period. Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing. The incumbent must grasp the essence of new information and master new technical and business knowledge.

Incumbent must be able to evaluate and decipher critical calculations, data and other material that will require long periods of concentration and mental focus. The incumbent must be able to work within a noisy and occasionally disruptive work environment. The incumbent must be able to handle a number of multitasking assignments and deadlines to complete the requirement of the job.

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The incumbent must be able to develop and maintain cooperative relationships with others individually and within a team environment, and respond appropriately to difficult situation. The incumbent must be able to resolve emotionally charged issues reasonably and diplomatically.

WORK ENVIRONMENT:

The incumbent will work in a climate-controlled office environment under artificial lighting, and may be in a space such as a cubical or workstation. The incumbent may also be asked to travel in one-day trips as well as one or several overnight trips.

The incumbent may be asked to work outdoors such as conducting field reviews or collecting data. The incumbent would be exposed to loud noise, dust/dirt, uneven surfaces, airborne particles, extreme weather, great heights, and the traveling public.

This position requires the incumbent to perform site visits and inspections in difficult terrain. This includes inspecting storm drain inlet and outlet locations, water quality treatment facilities, and various erosion control measures located off the traveled way. Duties may require outdoor work during inclement weather.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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).

EMPLOYEE

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE

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