

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SR. TRANSPORTATION ENGINEER, CT (S)	DISTRICT 11/Traffic Operations/Permits	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
DISTRICT PERMIT ENGINEER	911-350-3161-	

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 general direction from the Deputy District Director, Traffic Operations, plans, organizes and directs the activities of the District Encroachment Permits Branch.

As District Permit Engineer, is responsible for issuance of encroachment permits and the establishment and enforcement of conditions relating to the activities authorized by those permits, within parameters established by the Traffic Operations Program.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
35%	E	Consults with or directs consultation with developers, consultants, management-level local officials, law enforcement agencies, other government agencies, departmental personnel, private permit services, and all others in matters relating to encroachment permits. Provides guidance and direction to subordinates who handle activities involved with permit inspection, which is required for all encroachment permit work to insure compliance with Caltrans standards and safety practices.
25%	E	Provides guidance and direction to subordinates who handle day to day activities involved with encroachment permits which are required for all work done by those other than Caltrans or its contractors within the State highway right of way, including special events (marathons, bicycle events, movie, filming, etc.).
20%	E	Reviews and makes decisions relative to difficult technical and administrative problems, including representing the District and the Department of Transportation at various local, regional and Statewide meetings. Coordinates and consults with the Traffic Operations Program chief permit engineer and other permit engineers throughout the State in establishing rules and regulations and developing consistent Statewide standards for issuance and enforcement of encroachment permits.
10%	M	Assures that work proposed to be done on the State highways under encroachment permit conforms to desired profiles, structural sections, geometrics, and is consistent with Caltrans standards and guidelines for the affected facility.
5%	M	Enforces permit rules and regulations and determines appropriate action to take in the case of permit violation.
5%	M	Develops District budget recommendation for the Permits program. Monitors expenditures by permit function and other district units supporting permit reviews, issuance, and inspection.

This position is designated as part of the management team under collective bargaining.

<sup>1</sup>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**

Receives general direction as needed from the Deputy District Director, Traffic Operations. Supervision received is broad, relating to management policy, and involves resolution of critical or controversial matters. Receives direction on Statewide policy from Headquarters permit office.

Incumbent will supervise Transportation Engineers (Ranges A through D) and Engineering Technicians, for a total staff of 8 to 14. Staffing may include Associate Transportation Engineer(s) in lieu of Transportation Engineer (Range D).

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Incumbent also supervises technical level engineering and clerical personnel responsible for actual work leading to issuance of permits and determining conditions and restrictions thereto.

### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have broad knowledge of policies, practices and procedures relative to design, construction, maintenance and operation of the District's State highways, including safety rules and regulations affecting both employees and the public.

Must have a thorough knowledge of rules and regulations governing movement of extra-legal loads over the State highway system, including Departmental regulations, policies and procedures, the California Motor Vehicle Code, etc.

Must be familiar with physical and engineering aspects of the highway system, including structural integrity of roadway and structures, roadway widths, alignment, and horizontal and vertical clearances.

Must have a thorough knowledge of statutes, rules and regulations governing encroachment onto State highway right of way.

Must have the ability to apply sound engineering judgment in making difficult decisions and formulating solutions affecting highway system integrity, public safety, intergovernmental relations and relations between the State and general public. Must be able to communicate effectively, orally and in writing, on permit matters. Must be willing and able to take corrective action relating to violation of encroachment permit rules, regulations and conditions of issuance.

This position requires a high degree of analytical ability. Much of the work involves handling unique situations requiring solutions not necessarily found in manuals.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Has responsibility for approval and issuance on encroachment permits on behalf of the District Director, including setting terms and conditions associated with performance of activities authorized by the various permits.

Improper decisions can result in negative impact on public safety, traffic operational characteristics, the integrity of the highways and proper functioning of the many attendant highway facilities, as well as increased financial and tort liability for the State.

Improper decisions can further result in unwarranted costs to permittees and loss of State credibility.

### PUBLIC AND INTERNAL CONTACTS

Contact with the public is very extensive and involves personal, written and telephone communication. Contacts include upper-level management positions in engineering and planning departments of local agencies, consultants, private developers, contractors utilities, trucking firms, private permit services and the general public. Represents Caltrans management in carrying out State policies, procedures and practices as related to issuance of permits and establishment and/or recommendations of conditions attached thereto.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Some bending, stooping, kneeling and light lifting is required to move permit files. Also, the incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems.

### WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. Employee may also be required to travel locally and to other areas of the state.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE