STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer (Spec)	DES/Structure Design/Office of Photogrammetry & PI	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Photogrammetry Liaison Engineer	559-240-3161-xxx	

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 general supervision of the Chief, Office of Photogrammetry and Preliminary Investigation (a Supervising Transportation Surveyor), the incumbent provides the overlapping expertise of transportation engineering and photogrammetry essential to ensuring that photogrammetric products and services anticipate and fully meet the current and future needs of Caltrans transportation engineering staff.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Liaison between the Office of Photogrammetry & Preliminary Investigation, and transportation engineering staff statewide. Provide engineering based needs analysis of transportation projects and develop recommendations for photogrammetric products and services that will best meet the specific engineering needs of a given project.
30%	E	Consultant Contract Manager and Task Manager for the statewide On-Call Professional Photogrammetric Services contract, an Architectural and Engineering services (A&E) Qualifications Based Selection (QBS) contract. In cooperation with the Consultant, selects the most suitable project approach to fulfill the transportation engineering needs of the project; negotiates on-call task orders on routine and expedited schedules; manages task orders. Responsible for reviewing and accepting Quality Control Plans, deliverables, and invoices. Maintains contract files and develops replacement contracts. Incumbent fosters and maintains cordial and professional working relationships with Consultant staff, DES Resource Management staff, DPAC staff, District staff, as well as internal staff.
15%	E	Contract Manager for the statewide Large Format Aerial Photography service contract, and the statewide Aerial Photography Reproduction service contract. Responsible for specifying, reviewing and approving deliverables, and invoices. Maintains contract files and develops replacement contracts. Incumbent fosters and maintains cordial and professional working relationships with Contractor staff, DES Resource Management staff, DPAC, District staff, as well as internal staff.
10%	M	Investigates emerging technologies for application within the photogrammetric workflow to more effectively support Caltrans transportation engineering activities.
5%	M	Ensures specialized photogrammetric equipment and software is continuously covered under maintenance agreements to maximize operational availability. Coordinates with DES Resource Management staff and DPAC staff to fund and procure maintenance. Maintains system documentation.

[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

Receives general direction and guidance from the Office Chief, Office of Photogrammetry and Preliminary Investigation.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Minimum Education, Licensing and Experience: Refer to State Personnel Board classification specifications.

Knowledge Required:

The incumbent will have broad knowledge of the various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy.

The incumbent will have broad knowledge of photogrammetric mapping procedures, specifications, contracts and CAD mapping procedures.

The incumbent will have broad knowledge of personal computer application software including word processing, spreadsheets, databases, engineering workstations and software including Softcopy, MicroStation, CAiCE, and Civil3D.

The incumbent will have broad knowledge of Departmental plans, standards, policies and procedures for planning, design, right of way acquisition, and construction as they relate to surveys and mapping; the Department's contracting procedures; principles of effective communication.

Abilities Required: The incumbent works independently and must have the ability to manage multiple projects and contracts simultaneously, and work cooperatively with others.

Analytical Requirement: The incumbent works independently and must be able to analyze complex projects and develop and execute plans to successfully accomplish desired goals.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes independent judgments and decisions. Poor judgment and decisions affect the economies, schedules and quality of transportation projects. Photogrammetric products and services are critical inputs to the Project Development effort. Actions which adversely effect these products directly impact the Department's ability to meet the Transportation Program according to the Department's Delivery Plan and to develop quality engineering designs.

PUBLIC AND INTERNAL CONTACTS

Extensive internal interaction with department staff is required. Extensive external interaction with contractors and vendors is required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to interact, develop and maintain cooperative working relationships.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks and projects with short notice.

Must have sufficient stereovision acuity to use a stereoscope and overlapping aerial photographs to interpret the configuration of the terrain and the positions of fixed works.

Must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent may be required to sit for long periods of time using a keyboard, mouse devices, and video display monitor. The incumbent may also be required to move large or cumbersome plans and contract files. Occasional bending, stooping, and kneeling 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.)

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