

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer (Specialist)	07/Design/Engineering Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Design Liaison	907-260-3161-	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

The incumbent will Liaise and consult with Headquarters Division of Design (DOD), District Management, District Design Engineers and Managers and Functional Managers on matters pertaining to Highway Design Manual Standards, Americans with Disabilities Act (ADA), and other approval authorities delegated by the DOD to the District. General guidance and minimal supervision is received from the Design Manager. Guidance may periodically be received from the District Division Chief. Must possess a valid Professional Engineer's License.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Assists the District in meeting their annual delivery commitments by providing knowledge of best practices, technical expertise, and recommendations on the solution of design problems related to geometrics, drainage, roadside, pedestrian, and bicycle design. Reviews staff, local agencies, permit applicants, and consultant's documents including but not limited to Project Initiation Documents, Project Reports, Modified Access Reports, (Plans, Specifications and Estimates) (PSE) packages, Design Exception Fact Sheets, Encroachment Permit Plans, and Geometric Approval Drawings. Attends, as required, Value Analysis Studies, Project Development Team meetings and resolution of necessity meetings. Assists in the formulation of Caltrans design standards and policies. Assists with revisions and updates to the Highway Design Manual, Design Information Bulletins, design memorandums and other design guidance as required. Represents the District Design Office Chiefs in project level meetings with respect to approvability of Headquarters (HQ) delegated decisions.
30%	E	Coordinates with Headquarters ADA Infrastructure Program and DOD on proposed solutions, policies, guidelines with respect to pedestrian facilities. Provide guidance/training to Caltrans design staff, local agencies, permit applicants, and consultants and construction staff on specific project pedestrian facilities with respect to ADA compliance as well as general guidance and training.
15%	E	Provide ongoing training between HQ and the district staff on the background, design context flexibility, and documentation of applicable design standards as it related to DOD delegation. Coordination with Caltrans attorneys on matters pertaining to the State's design immunity. Serves as the liaison between Federal Highway Administration (FHWA) and Design staff. Meets regularly with FHWA to establish and maintain open lines of communication throughout the project development process.
15%	E	Create and maintain database documenting delegated project decisions including but not limited to Fact Sheets to Design Exceptions, Projects of Statewide Interest, Longitudinal Utility Encroachments, Exceptions to High-Low Risk Underground Facilities Policy, Resurfacing and restoration (2R) Project Certifications, ADA exceptions. Prepares work agreements to secure resources to provide services of this position
5%	E	Attends training courses and provides formal and informal training. Participates in internal and external teams and committees.

¹ESSENTIAL 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

Incumbent has no direct supervision of others. When staff is assigned, the incumbent acts as a Leadperson to Associate

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Transportation Engineers, Transportation Engineers (Civil) Range A-D, Transportation Engineering Technicians, Volunteers, and Student Assistants. Assigns and reviews progress on specific task. Provides input to the Design Manager on the performance of staff for performance appraisals, development plans, merit salary adjustments, disciplinary actions, and time reporting sheets.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Due to the complexity of transportation facilities, a thorough knowledge of project development procedures (PPPM, HPM), standards, policies and practices is essential.
 - Each project is unique and requires considerable analytical ability. Projects may involve geometrics, traffic operations, hydraulics, geotechnical, environmental, construction, maintenance, planning, budget, and safety related issues. General analysis of these and other project related aspects are required.
 - Effective verbal and written communication skills are also essential.
 - A broad background in the Caltrans project functions including: right of way, environmental, planning, construction, maintenance, and operations is desirable.
 - Knowledge of FHWA project development procedures and program guidelines
 - The incumbent should have a good understanding of personal computer applications.
 - Ability to check engineering data and interpret engineering data correctly.
 - Ability to analyze problems accurately, develop appropriate solutions, and take effective courses of action.
 - Ability to be flexible, work independently, and assume increase responsibility.
 - Ability to organize work priorities and meet project commitments.
 - Ability to establish and maintain cooperative working relationships.
 - Experience engaging with internal/external senior and executive level management.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer by the State of California and is in responsible charge of the assigned work. The incumbent's decisions made during the project development process will have a direct impact on the quality of the final transportation facility and the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

Coordination with other District Divisions is required on a regular basis. Preparation of project information for outside agencies, citizens groups, and the public is required. Contacts may be made with people representing other districts, departments, outside agencies, consultants, and the public through formal/informal meetings, presentations, and written correspondence.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. They may be required to move large or cumbersome plans and diagrams from one location to another. The Design Liaison is responsible for adhering to the time constraints of the project schedule while maintaining project scope and quality. They may also be required to speak in front of large groups.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee will also periodically be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, or temperature extremes. This position involves monthly travel to Sacramento.

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