STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Environmental Division / NPDES / Visual Analysis	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
NPDES / Visual Analysis Branch Chief	911-170-3161-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 direction of the Environmental Deputy District Director, CEA, the incumbent is responsible for assuring District 11 is in compliance with current environmental laws and regulations, particularly those pertaining to the National Pollution Discharge Elimination System (NPDES)/Clean Water Act. The incumbent is responsible for extensive coordination with various state and federal agencies, as well as several functional units within the District and Headquarters. Additionally, directs the development, design and production of a wide range of landscape architectural projects of varying scope and complexity. Registration as a Professional Engineer is required for this position.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Under general direction plans and supervises work of a multidisciplinary staff conducting environmental studies; develops personnel requirements and monitors use of personnel in meeting engineering projects and operations schedules; and ensures that assigned projects are completed within scope, cost, schedule, budgeted resources, and departmental standards and practices. This includes supervision of NPDES staff/Storm Water Quality and Visual Analysis Studies staff.
20%	E	Reviews, evaluates, and provides oversight of consultant technical reports and prepares scope of work for consultants for future studies. Reviews and comments on Project Initiation Documents, Project Scope Summary Reports (PSSR), Project Study Reports (PSR), Project Reports (PR), plans, specifications and estimates to ensure that they contain the Best Management Practices (BMP's) that comply with the NPDES Permit and Caltrans Storm water Quality handbooks.
20%	E	Works with the Regional Water Quality Control Board on the implementation of the requirements of the municipal permit, including but not limited to the development of program protocols, data collection and analysis, annual report preparation and coordination with Headquarters.
15%	E	Serves as the team leader to coordinators in the divisions of Construction, Maintenance, Planning, and Design to ensure that Best Management Practices are considered, designed, implemented and maintained in the field in accordance with the regional and statewide permits; Interprets and utilizes statewide policy and regional permits to develop guidelines and instruction for use by the District divisions of Construction, Design, Planning, and Maintenance. This includes updating and modifying District guidelines as needed; also included is conferring and coordinating with Headquarters.
15%	E	Acts as the District's Technical Advisor to the Planning, Program/Project Management, Construction, Maintenance, and Legal divisions for Stormwater- related issues. This includes the following: Representing the District in the Regional Board/local municipalities meetings, Headquarters meetings and other public forums; building partnerships with other local agencies; and staying current with state-of-the-practice management practices through trade documents, internet, research, and Headquarters information.
5%	M	Schedules, coordinates meetings, and prepares minutes of meetings. Physically compiles reports and documents.

[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

The incumbent supervises staff of a multi-disciplinary team, including but not limited to Caltrans Transportation Engineers (Civil) and Landscape Architects.

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.

POSITION DUTY STATEMENT

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The District's NPDES/Stormwater Compliance Project Manager of the Department and the District Stormwater Programs and the water quality legislation (Clean Water Act) and its specific requirements for planning, project development, construction, and maintenance. In addition, the position requires knowledge of: various phases of transportation and environmental planning, hydraulics, hydrology, engineering and landscape design, maintenance, economics, and financing; state, local and regional governmental organizations and regulations as they relate to storm water pollution prevention; project and program development and delivery; principles of public administration, including budgeting; resourcing workload; sources of funding for transportation programs; effective public information techniques; effective negotiation techniques; contract Management; differences of impacts on multimodal forms of transportation on the environment; supervisor's role in meeting affirmative action objectives.

Ability to: Act independently on complex planning and implementation of various Department programs regarding but not limited to NPDES; plan, direct, coordinate and track the work of various groups engaged in the planning, delivery and implementation of the various elements of regional and statewide permits: resource workload; analyze and evaluate situations and take appropriate technical and administrative action; work effectively with others as a team member; establish and maintain effective and cooperative relations with those contacted in the course of work; negotiate; communicate effectively orally and in writing; perform oversight and manage consultant contracts.

Analytical Requirements: Strong analytical skills are required. The incumbent will perform a wide range of general environmental planning duties. The candidate must have a sound comprehension of basic planning methods and the ability to analyze and synthesize complex data from a variety of disciplines. The incumbent performs a limited range of analysis. This position may require analysis and monitoring of the district wide construction program to ensure permit compliance. The position may involve extensive coordination with other offices and branches; especially with project managers and environmental specialists.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The NPDES/Stormwater Compliance Project Manager will carry forth the programs/procedures/BMP's submitted to the Water Quality Control Board and ensure implementation and consistent application throughout the District. The consequences of poor decision and actions include but are not limited to the following: violation of the municipal and construction permits; non-delivery of required deliverables; commitment of Department/District resources, short-term and long-term, for efforts which do not substantially improve water quality; commitment of Department to implement pollutant-reduction measures/practices/procedures that are not cost-effective; commitment of measures that may substantially increase the cost of planning, design, maintenance and construction; impediment to District to provide other services and reduction of efforts in other aspects of the entire District program; development of incomplete or erroneous information and reports.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are required on a continuing basis at various levels within the District and with Headquarters. This contact is necessary in order to plan, program, monitor, track and implement the various elements of the program for detailed reports regarding NPDES/Stormwater. The public, local agencies, regulatory agencies and the news media are potential external contacts concerning Stormwater management program and noise issues. District and Headquarters management are briefed constantly as to status of the efforts to negotiate current litigation. Elected officials are occasionally briefed and consulted.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position can require the use of a helmet, vest, heavy-duty work clothes and/or safety boots. The incumbent must be able to traverse uneven terrain(s), including slopes. Must be able to work in all types of weather. Incumbent must be able to perform duties described in this document in a safe manner and does not engender potential danger to him/herself or others. Incumbent must be able to work in an office environment which requires devoting lengthy periods of time reading printed documents and materials presented on a computer screen as well as discerning details on maps and photographs. This is a high-pressure environment, and the incumbent must have the ability to tolerate stress, and productively manage conflict and confrontation.

WORK ENVIRONMENT

Work is accomplished in a variety of settings: such as an office setting with artificial light and temperature control, out-of-doors in remote areas, along the travel way of highways, wetlands, in heavy construction zones, on bridge caps and piles, mountain tops and on the property of private citizens. Work must be performed on a variety of terrain(s) including but not limited to slopes. Incumbent will work in all weather conditions, including the deserts in the Summer and the mountains in the Winter.

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