STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, Caltrans	54/Construction/Risk Management & Environmental Compli	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Construction Environmental Engineer	913-500-3161-042	07/01/2014

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:

Under the direction of the Chief, Office of Risk Management and Environmental Compliance, the incumbent assures the development and statewide implementation of laws and regulations for environmental compliance in construction. This includes developing Division of Construction policy and environmental guidelines for use by the districts, state agencies, metropolitan planning organizations and other external agencies and assisting the Division of Environmental Analysis in the negotiations of permit requirements with regulatory agencies.

Incumbent participates with federal, state and regional agencies to identify issues and implement corrective strategies; develops and analyzes environmental legislation; identifies and fulfills environmental training and research demands; and supports the Division of Environmental Analysis in the implementation of statewide policies.
The incumbent is responsible for developing and implementing new and innovative specifications such as performance specifications for environmental compliance and construction methods. The incumbent will represent the Division of Construction in the efforts of other Caltrans units, and with industry and other public agencies to ensure the environmental best management practices, methods and procedures are included in specifications.

Specific duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Measure performance and provide environmental engineering construction support to districts and other functional units within Caltrans including: • Conducting and overseeing project compliance reviews of environmental procedures, documents and permit requirements. Identifying and implementing best management practices on a statewide basis. Prepare written findings reports and make oral presentations. • Participating in oversight and regulatory agency reviews regarding environmental issues during construction. • Conducting contract administration process evaluations for environmental compliance. • Providing technical assistance and clarification of technical engineering issues relate to environmental compliance based on environmental laws and regulations, contract specifications, contract plans, and Division of Construction policy.
20%	E	Prepare statewide construction policy, specifications, and procedures: • Develop policy, procedures and specifications for implementation of federal, state, and local environmental regulations. • Develop, review and coordinate with other functional units to update and improve environmental construction contract specifications and plans. • Identify and assess the impacts of environmental regulatory and protection trends on the construction of highways. • Provide recommendations, alternatives or follow-up actions to prevent future contract change orders (CCOs) and claims that result from unclear or defective specifications. • Develop Construction Procedure Directives, Construction Policy Bulletins, and Construction Manual updates.

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10%	E	Review and provide comments for environmental project delivery products developed by internal Caltrans functional units: • Review new and revised specifications proposed by other Caltrans units that involve environmental compliance, materials or construction methods. • Review and assure accuracy of environmental compliance reports to satisfy regulatory reporting requirements. • Review environmental work products of other functional units, identify impacts on construction, and communicate those concerns to the originating unit.
10%	E	Provide management information and support: • Track environmental lawsuits, and regulatory enforcement actions related to construction compliance. • Identify, communicate, and recommend Division of Construction positions based on an assessment of potential impacts on divisional functional operations due to changes in internal management practices, delegations of authority, environmental laws and regulations, and environmental products developed by others. • Prepare issue papers, delegations of authority, oral presentations, and policy proposals on complex environmental laws and regulations. • Provide environmental briefings for managers in the division and districts. • Develop environmental compliance solutions for active construction sites. • Evaluate new product proposals, studies, research, and regulatory changes.
5%	E	Participate in Caltrans' environmental quality teams, audit evaluation teams, process improvement teams, and work groups.
5%	E	Develop and deliver environmental construction engineering training: • Facilitate division, district, and contractor training through direct training development, other Caltrans resources, or through utilization of consultant contracts. • Coordinate training delivery with consultants, the division, and districts. • Deliver construction engineering training as an instructor.
5%	M	Promote environmental compliance internally, with contractors, and with regulators to assure department compliance: • Communicate and promote environmental policy through development of policy documents, manuals, checklists, guides, pamphlets, videos, and other means. • Publish, print, and maintain inventory of promotional materials either internally or through consultant contracts. • Develop and maintain the environmental compliance website, policies, videos, guides, and manual materials posted on the Division Internet and Intranet web sites.
5%	M	Coordinate with the Federal Highway Administration (FHWA), industry, and other programs: • Represent the Division of Construction at statewide and district environmental meetings. • Work with other programs to ensure consistent application of environmental requirements, FHWA requirements, design standards, and best management practices. • Meet with the Environmental Protection Agency (EPA), consultants, contractors, district staff and state and local environmental regulatory staff. • Provide briefings on environmental and other Division of Construction topics.

[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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No direct supervision is exercised. However, this position is responsible for providing guidance and policy to district Environmental-Construction Liaisons.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must hold a valid registration as a professional Civil Engineer. Incumbent must have knowledge of project development objectives, purpose, organization, policies and procedures. It is desirable to have a broad knowledge of specifications for construction materials, field procedures, and pay and acceptance criteria.

Experience in specification writing, construction engineering, construction contract administration, environmental engineering, organization policies and procedures of project development; knowledge of construction means and methods, related specifications, and construction details is desirable; knowledge of construction water quality, erosion control, landscaping, soil, air, noise and wild life. The individual must have the desire to learn and work cooperatively with others in headquarters and districts.

The incumbent needs to take independent action, to survey, research and to stay informed of state-of-the-art environmental best management practices. Initiative is required to identify emerging problems and choose alternatives in applying environmentally sustainable solutions. The incumbent must be capable of developing issue papers, reports, and recommendations for quality improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent represents Caltrans externally on environmental concerns with the Associated General Contractors (AGC), Southern California Contractors Association, Inc. (SCCA), United Contractors Association (UCON), air and water quality control boards, the Department of Toxic Substances, FHWA, and the EPA. In this capacity, the individual represents Caltrans' policy and position on environmental issues and is responsible for working with other department staff to come to agreements on issues with these parties.

PUBLIC AND INTERNAL CONTACTS

The position is the construction environmental representative to the districts and other functional organizations. This individual represents the Division at meetings at industry group meetings, serves on industry improvement teams, serves on departmental environmental task groups, represents the division chief at district meetings and is the representative for construction with FHW A. This person will perform liaison activities with headquarters Landscaping, Hydraulics, Design, Office Engineer, Maintenance and Environmental Divisions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will be required to sit for periods of time, at their desk, using a keyboard, and video display terminal. Manual dexterity, and sustained periods of mental activity are needed for reviewing and writing reports and for problem solving analysis and reasoning. The employee may also be required to travel via airplane, car, van, and bus and stay overnight in motel/hotel accommodations.

The employee will interact with various levels within Caltrans and the public and private sectors; therefore, it is important that the incumbent works well with others in a cooperative manner, while creating a work environment that encourages thinking and innovation. The employee will need to establish and maintain friendly and cooperative working relationships with those contacted in the course of the work, and communicate effectively by recognizing emotionally charged issues or problems, acknowledging the various responses, and responding appropriately to difficult situations.

The employee must also be flexible to organize and prioritize workload; be open to change and new information; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitments to public service.

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WORK ENVIRONMENT

While at their base of operation in Sacramento, the incumbent will work in a climate-controlled office under artificial lighting. Occasionally the employee will be required to travel within the state to meetings, construction projects, and highway facilities under traffic. The employee will also be required to occasionally work outdoors which may cause exposure to: dirt; dust; noise; uneven ground surfaces; allergens in the air; and/or hot or cold temperature extremes.

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