

**POSITION DUTY STATEMENT**

PM-0824 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	D3/Division of Maint. and Traffic Operations NCR Permits	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Office of Encroachment Permits	903-350-3161-xxx	

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 general direction of the Chief, Office Maintenance and Traffic Engineering, this position plans, organizes and directs the activities of the District Encroachment Permits Office. Incumbent supervises Transportation Engineers and administrative personnel who are responsible for the issuance of encroachment permits within the parameters established by Headquarters. PE Registration is required.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Provides guidance and direction to subordinates in the issuing of encroachment permits required for all work done by those other than Caltrans or its contractors within the State highway right of way. This includes reviewing applications, issuing permits, inspection of permit work, and maintaining records.
20%	E	Consults with or directs consultations with developers, consultants, utilities, management-level local officials, law enforcement agencies, other government agencies, departmental personnel and all others in matters relating to encroachment permits.
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 regarding permits. Coordinates and consults with the Chief Permit Engineer in Headquarters and other Permit Engineers in the District and throughout the State in establishing rules and regulations and developing consistent statewide standards for issuance and enforcement of encroachment permits.
5%	E	Directs enforcement of permit rules and regulations and determines appropriate action to take in the case of permit violation.
5%	M	Monitors expenditures by permit function and other district units supporting permit reviews, issuance, and inspection.

<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**

Directly supervises and provides general guidance to Transportation Engineers and administrative personnel who are responsible for activities within their individual functional areas.

**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 thorough knowledge of statutes, rules, and regulations governing encroachment onto the State highway right of way.
- 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 ability to apply sound engineering judgment in making difficult decisions in formulating solutions affecting

**ADA Notice**

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highway system integrity, public safety, intergovernmental relations, and relations between the State and general public. Incumbent must be able to communicate effectively, orally and in writing, on permit matters. Incumbent must be willing and able to take corrective action relating to violation of encroachment permit rules, regulations, and conditions of issuance.

- Must be able to effectively plan and organize operation of the Office of Encroachment Permits and delegate and direct the work of others.
- Must possess an Engineering background with a thorough and complete knowledge of State Specifications; be capable of analyzing a situation and quickly responding with the proper action, including unique situations requiring solutions not found in manuals. PE Registration is required.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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

Physical requirements for this position include sitting for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping and kneeling.

Mental requirements for this position include the ability to prioritize, adapt to changes in priorities and complete tasks or projects with short notice; ability to organize and prioritize large volumes of varied documents and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional requirements for this position include interaction with many people and the ability for employees to work together in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect; be open to change and new information; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

### WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold.

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

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

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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