

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer (Specialist)	Central Region Project Development/Design Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Central Region Design Liaison	906-203-3161	

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:**

Under the general direction of the Chief, Central Region Engineering Services, a Supervising Transportation Engineer, the incumbent acts as the Central Region technical expert for design who provides guidance to design staff related to the application of geometric, pavement, drainage, roadside, and multi-modal design standards & policies, and participates in the improvement of the Department's highway design guidance. The incumbent also acts as the formal liaison between Central Region Project Development and the Division of Design in order to ensure statewide consistency in the application of design standards and best design practices for delegated design products. The duties also include the assurance that best design practices, policies, and recommendations are incorporated into the design at all levels of project development in conjunction with the Central Region Project Development Office Chiefs.

The incumbent will coordinate with Central Region Project Development, District functional units, Headquarters Structure Design, the Division of Design, the Project Delivery Coordinator, the Legal Division, and local agencies.

Registration as a Professional Engineer is required for this position.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
55% E	Advises design staff in the preparation of project Plans, Specifications, and Estimates (PS&E), Project Reports, Project Initiation Documents (PIDs), Design Exception Fact Sheets and other technical studies and documents for transportation projects. Analyzes PIDs, project study reports, draft environmental documents, and project reports for compliance with State design standards, policies, and best practices, particularly with regard to geometric, pavement, and drainage design features. Reviews geometric approval drawings and freeway agreement design features and assists the Region staff in preparation of modifications, requests, etc. Attends public hearings, value analysis studies, and field reviews as required. Coordinates with FHWA as required.
20% E	Acts as the primary liaison between Central Region Project Development, the Project Delivery Coordinator, Division of Design, and design staff in to ensure consistency in the application of design standards and best design practices for delegated design products, including design exceptions. Consults with engineering staff and management responsible for developing, reviewing, or overseeing transportation projects. Provides technical assistance and recommendations in the solution of design issues related to geometric, pavement, drainage, roadside and multi-modal design features.
15% E	Provides recommendations to the Project Development Office Chiefs when requests are made for nonstandard design features. Provide independent advice to Senior Engineers, Project Engineers, and Project Managers.
5% E	Assists in the review of overall geometric, pavement, drainage, roadside, and multi-modal design policies. Assists with reviews and updates to the Highway Design Manual. Assists in the preparation of Design Information Bulletins, design memorandums, and other design guidance as required.
5% M	Provides input on design standard training needs, and participates in formal and informal training. Participates in internal and external teams, committees, presentations, and events on geometric, pavement, drainage, roadside, multi-modal and other design matters of mutual interest.

<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.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise other team members.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

**Knowledge:** A general knowledge of the Department's organization, basic policies, and procedures is required. In addition, expert knowledge of design policies, procedures, standards, and other factors relating to the geometric, pavement, drainage, roadside, and multi-model design of transportation facilities is necessary. A detailed knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to the design, construction, operation, and maintenance of a highway facility is also necessary. The basic principles of physics; chemistry and mathematics as applied to civil engineering; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; and engineering economics.

**Abilities:** The incumbent, based on engineering experience, must be able to exercise good judgment on matters relating to the geometric, pavement, drainage, roadside, and multi-model design of transportation facilities. The incumbent must have the ability to effectively communicate and coordinate, both orally and in written form, with all levels of management and employees both in headquarters and in the district.

The incumbent must be able to demonstrate the ability to recognize geometric, pavement, drainage, and roadside design deficiencies which may adversely impact safety and/or operations (especially for intersection and interchange design proposals) for vehicular and non-vehicular (pedestrians, bicycles, etc...) traffic and then facilitate the resolution of such deficiencies by the responsible charge engineer or design team.

The incumbent should also have a general understanding of personal computer applications such as, word processing, spreadsheet, and communication software.

**Analytical Requirements:** The work and responsibilities assigned to this position require a high degree of ability in geometric, pavement, drainage, roadside, and pedestrian/bicycle design. The incumbent must have the ability to assimilate technical and procedural information from various sources, to evaluate that information, to develop alternative courses of action, and to make objective recommendations in all issues relating to design. The incumbent should also have a general understanding of personal computer applications including databases such as PRSM, word processing, spreadsheet, and communication software.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department. Inaccurate, delayed, or incomplete reviews or work could also affect public safety or result in tort liability for the Department. The consequences of poor decision and actions may include, but are not limited to the following: non-delivery of required deliverables, short-term and long-term, commitment of measures that may substantially increase the cost of planning, design, maintenance and construction; development of incomplete or erroneous information and reports.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent prepares correspondence and responds to inquiries from the public. Coordination with Executive Management and other District Divisions is also required on a regular basis. Contacts may be made with FHWA, other state departments, districts, external agencies, consultants, private developers and the public through formal and informal meetings, presentations, and written correspondence on general issues including, but not limited to geometric, pavement, drainage, roadside, and multi-model design.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

**Physical Requirements:**

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meetings.

**Mental Requirements:**

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.

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• Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- May be subject to and have the ability to handle all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Additional hours may be required and vacation restricted during peak times

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## WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled, "cubicle" office environment under natural and artificial lighting. They will be responsible for keeping the work area clean and project files organized for easy access; as well as ensuring that the conduct and noise levels of staff do not adversely affect the work of others. Employees will also periodically be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, or temperature extremes. When field work is involved, they are responsible for ensuring that proper safety precautions are communicated and followed by staff.

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)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE