

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE SENIOR TRANSPORTATION ENGINEER	OFFICE/BRANCH/SECTION D7/CONSTRUCTION/DISTRICT OFFICE - SWPPP Unit	
WORKING TITLE Branch Chief, Storm Water Program Coordinator	POSITION NUMBER 907-502-3161-xxx	EFFECTIVE DATE

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 Supervising Transportation Engineer, Construction Engineering Management, the incumbent serves as the Division of Construction Storm Water Program Coordinator; supervises personnel assigned to the SWPPP NPDES branch within the Division and is responsible for directing staff in performing work related to implementation of activities to comply with the requirements of the (NPDES) and Construction General Permit (CGP); and supervises personnel assigned as landscape advisors for resident engineer and landscape issues. A valid driver's license is highly desirable. Must possess a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers.

TYPICAL DUTIES:

Percentage	Job Description
40% E	Ensures the statewide storm water permit compliance reviews are conducted on all ongoing construction projects and recommends effective corrective measures to construction field staff. Reviews and signs Storm Water Data Reports for compliance with the Department's Storm Water Management Plan. Provides advice to project engineers for strategy, development, and inclusion of temporary construction site best management practices into project plans. Directs staff in assisting Resident Engineers in the review of Water Pollution Control Program (WPCP) and Storm Water Pollution Prevention Plan (SWPPP) submittals for compliance with the special provisions.
25% E	Assists Construction Field Seniors and Resident Engineers to review contractors Storm Water Pollution Prevention Plan and Water Pollution Control Program and provides advice on the type of best management practice measures to be implemented for each construction projects. Directs staff in project inspections, consultations, and reconnaissance in determining compliance with water pollution control requirements and ensuring proper implementation of WPCP and SWPPP, including: site analysis and planning; erosion control; soil preparation; and choice of planting materials best adapted to specific uses and review of project files.
15% E	Attends NPDES Task Force meetings, prepares reports on SWPPP issues, maintains documentation of program requirements, directs staff in dissemination, coordinating and training SWPPP activities. Prepares reports, keeps proper authorities and public advised of SWPPP requirements, and maintains good public relations and cooperation with property owners, businesses, and local State agencies. Assists Construction Field Seniors and Resident Engineers to upload storm water documents in the SMARTS system and to apply for Notice of Intent for SWPPP construction projects. Prepares monthly and quarterly storm water permit compliance report and develops annual inspection report for BMP effectiveness monitoring for Natural Resources Defense Council.
10% M	Utilizes project management systems to budget personnel, forecasts needed resources, negotiates resources for correcting compliance problems, and manages utilization of consultants' services. Assures that complete, accurate, and timely contract records are maintained in accordance with State and Federal regulations. Responsible for ensuring that the contractors are paid in accordance with the terms of contract. Assesses status of projects and develops work assignments accordingly. Other duties as assigned by the Deputy District Director.

ADA Notice

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POSITION DUTY STATEMENT

PM-0024 (REV 7/2014)

10%	M	Ensures that all SWPPP/WPCP plan contract work is performed in accordance with the Standard Specifications, Special Provisions, Standard Plans, contract plans, and the contractor's performance complies with the applicable Federal, State, and local regulations. Makes decisions and takes actions as governed and in accordance with the Business and Professions Code, statutes, and the rules and regulations as they would apply within the scope of authority as outlined in the Construction Manual. Provides landscape architectural assessment of plans for adequacy of design, particularly with respect to constructability and suitability to actual field conditions. Ensures safety of State Employees as they perform their work through construction work zones. Conducts the necessary training and safety sessions.
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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

Supervises staff which may consist of Landscape Architects, Transportation Engineers, Transportation Engineer Technicians, and Environmental Planner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the various phases of landscape architecture related to transportation construction processes, methods adaptability requirements, use of plants and highway planting situations, pest control, pruning techniques, soil preparation, irrigation systems, erosion control, National Pollutant Discharge Elimination System (NPDES) requirements for construction, and contract administration.

Knowledge of Federal regulations issued by the U.S. Environmental Protection Agency (EPA) for controlling pollutants in storm water runoff discharges; applicable NPDES permits; relationships between EPA, State Water Resources Control Board and Regional Water Quality Control Board; construction site activities and their impacts on water quality; and the erosion and sedimentation process and methods used in their prevention.

Knowledge of the purpose, organization, policies and procedures of the Department.

Knowledge and understanding of the Department Policy Direction Statement, highway planting, planting restoration objectives, and constraints.

Knowledge of the principles of landscape architecture including design and civil engineering as applied to landscape architecture.

Knowledge of site analysis and planning; erosion control; principles of ecology; soil preparation; planting and irrigation materials best adapted to specific uses in various parts of California; landscape architectural problems encountered in transportation facilities or building locations; and engineering work and their solutions.

Knowledge of the principles of supervision and understanding of the Department policy and direction in the supervision and protection of employees.

Ability to apply the principles of effective supervision.

Ability to plan and direct the work of others; analyze situations and adopt an effective course of action; make effective presentations; prepare comprehensive reports and correspondences; communicate effectively and contribute to the Department Employment Opportunity objectives, health and safety, and labor relations programs.

Ability to direct inspections of construction projects for determination as to whether or not WPCPs or SWPPPs are properly implemented, analyze situations accurately, and take appropriate action.

Ability to analyze details of a highway planting project which influences the impact on the environment, the community, and the economy with respect to its overall serviceability and compatibility with actual field conditions.

Ability to instruct subordinates in practical interpretation of plans to formulate and select reasonable solutions to complex

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

landscaping problems and to deal effectively with contractors to achieve the State's goals in a timely and cost-effective manner.

Ability to use a computer and prepare reports; plan and make presentations; communicate effectively; and work with others as a member of interdisciplinary planning and/or design team.

Ability to prepare reports, make presentations, and communicate effectively with internal and external agency staff, contractors, and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The primary responsibility of the District Construction Storm Water Coordinator is to assist construction field staff to ensure the effective storm water pollution prevention measures are being implemented by the contractors; to conduct monthly, quarterly, and periodic storm water permit compliance review; to conduct training for construction field staff and contractor staff; and to develop annual inspection reports. Failure to properly perform his/her duty will result in EPA and Regional Water Quality Control Board citation and substantial fines due to storm water permit violations. Additional responsibility includes evaluation, input, and signature of SWDR and insuring that the NPDES requirements are being implemented on construction projects. An error in judgment could result in water pollution from ongoing construction activities along with fines from the State and Federal regulatory agencies. Responsible for making decisions affecting outcome of State highway planting, planting restoration, and transportation projects involving erosion control. Responsible for insuring the planned facilities are adequate and suited for their intended purpose and are relative to public safety, contract administration, materials and work methods. Error in judgment could result in completion of substandard facilities causing future maintenance problems, increased costs to the State, and a safety hazard to the public.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with other Department employees, local and State agency engineers and landscape architects, and the public and/or adjacent property owners expressing concerns or interest in the project. Also represents the Department as a key witness in Board of Review and Dispute Review Board meetings, arbitration, and other lawsuits related to the project. Represents the Construction Division in meetings with State and Federal Regulatory agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

PHYSICAL: The employee may be required to sit for long periods of time using a keyboard and video display terminal for preparation of reports and various forms. He/she may be required to move large or cumbersome plans and documents from one location to another. He/she may be required to stand or walk for prolonged periods or walk on slopes or traverse rugged terrains, hilly areas, or uneven surfaces, and move material sample and equipment. Other physical requirements include, but are not limited to, walking, climbing stairs, lifting/carrying objects (i.e., books, binders, plan sheets, box(es) of plotter, etc.) without causing injury, twisting, stretching, bending, stooping, and kneeling. Physical activities vary and any singular physical requirement may be for lengthy periods of time. Travel to and from project sites, meeting locations, field offices and construction sites throughout the District. May also travel to other District offices and Headquarters. This may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling of the vehicle's occupant.

MENTAL: Must be able to sustain mental activity to write technical reports, resolve politically sensitive problems, manage diverse field issues, and deal with a large number of complex problems simultaneously. 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. Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

EMOTIONAL: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and perform appropriate and reasonable resolution. Deal with all contacts in a calm and respectful manner. Receptive to change, new information, and new situations. Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

This position requires the incumbent to work both indoors and outdoors. While in the office, incumbent will work in a

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. While indoors, he/she will perform tasks related to contract administration, documentation, and/or communications with other personnel. Work locations may be in the vicinity of the construction project. Office space may be in the office building and/or trailers.

Outdoor work to conduct project field reviews or collect project field data may occasionally be required. Fieldwork activity may expose incumbent to various conditions including, but are not limited to, exposure to moving traffic, loud noise, weather conditions of extreme heat and/or cold, dust, working on uneven terrain, adjacent to heavy equipment. May come in contact with hazardous materials, pesticides, chemicals, i.e., paint cleaners, solvents, etc. Ability to maintain alertness to the environment is critical. Required to wear and utilize protective clothing, i.e., hard hat, working shoes, vests, overalls, eye/hearing protection, and respirator equipment.

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