

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	District 11/Environmental Engineering Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Environmental Engineering	911-170-3161-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 Deputy District Director of Environmental, Career Executive Appointment (CEA Range A), the Chief of Environmental Engineering is responsible for planning the work, supervising and directing the staff of the Environmental Engineering Branch. The incumbent must possess a valid certificate of registration as a civil engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors. Possession of a valid California driver's license is required to operate a State vehicle.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Plans, organizes and directs a multi-disciplinary staff that conducts air, noise studies and hazardous waste studies; assists in other environmental engineering functions including oversight of consultant prepared air quality, noise and hazardous waste technical studies, constructibility and Plans Specifications and Estimate (PS&E) reviews; manages the District Community Noise Abatement database and sound wall inventory.
20%	E	Estimates, tracks and budgets for personnel and other resources; accurately utilizes Project Management tools such as Project Resourcing and Schedule Management (PRSM) to ensure timely project delivery.
20%	E	Represents and coordinates project activities with other Divisions, Environmental branches, local agencies, regulatory agencies and Headquarters as appropriate.
15%	E	Reviews, coordinates and makes recommendations regarding air, noise and hazardous waste sections of environmental documents.
10%	E	Ensures proper use of contracting procedures, adequacy of oversight of consultant work, and accuracy in accounting for consultant contracts.
5%	M	Keeps current with changes in laws and regulations as they pertain to the Environmental Engineering Branch.

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

Supervision is exercised over Transportation Engineers/Civil and Engineering Geologist. May exercise supervision over student assistants and/or volunteers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: principles and practices of project management; Departmental Directives; functions of Federal, State and Local governments within the area of transportation and environmental analysis; knowledge of environmental law and administrative regulations including planning and evaluation of alternatives especially as they relate to air, noise and hazardous waste; factors which influence the impact of environmental regulations on planned transportation facilities, the community and the economy; Geographic Information Systems (GIS) applications; principles and techniques of personnel management and supervision; Department's Equal Employment Opportunity objectives; a supervisor's role in equal employment opportunities, health and safety and labor relations programs and the processes available to meet their objectives

ADA Notice

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Ability to: plan, organize, and direct the work of others; assimilate technical and procedural input from various sources, analyze input accurately, develop alternatives, make recommendations, and take effective courses of action; work with other Environmental Branches, Divisions, Federal agencies, other State agencies, local governments, community groups, private industry and contractors; respond to community concerns and general public issues; make effective presentations; communicate successfully both verbally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for decisions, actions and consequences inherent in planning, organizing and directing the activities of the Environmental Engineering Branch. Incumbent is responsible for timely and quality delivery of assigned projects and project management of Environmental Engineering projects. Errors of judgment may generate poor quality work and missed deadlines, cause project delays, and result in increased project costs, mismanagement of public monies, and adversely impact Federal and Local funding for projects.

PUBLIC AND INTERNAL CONTACTS

Incumbent develops and maintains partnerships with other branches in the Environmental Division, other District Divisions, Federal agencies, State agencies, local governments, community groups, private industry and contractors; responds to community concerns and general public issues; and represents the Department at public meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require occasional field visits and the use of a helmet and vest. The incumbent must be able to perform duties described in this document in a safe manner that does not engender potential danger to him/herself or others. Incumbent must be able to travel. 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.

WORK ENVIRONMENT

Work is accomplished in a variety of settings such as an office setting with artificial light and temperature control, outdoors in remote areas and along the travel way of highways.

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