

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SENIOR TRANSPORTATION ENGINEER	District 12/Project Delivery/Office of Engineering Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Branch Chief of Hydraulics Branch	912-200-3161-002	

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 Office Chief, who is a Supervising Transportation Engineer, the Senior Transportation Engineer, Hydraulics Branch, will be assigned the Capital Outlay Engineering Services activities related to Hydraulics to ensure that the activities are in compliance with Caltrans Highway Design Manual, standards, technical specifications, procedures and are completed on schedule and within the budget.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
25%	E	Supervises staff in preparation of hydraulic plans, specifications and estimates, and storm water data reports. Directs and coordinates staff to prepare and review on-site and offsite drainage plans and calculations. Acts as hydraulic advisor to Project Development.
20%	E	Supervises staff in performing hydraulic and hydrologic investigations, studies, and preparing cost estimates as requested by Design, Construction, Maintenance and others as required. Directs and coordinates staff to provide technical oversight to consultants of local agencies who perform hydraulics related engineering work under contract with the Department on State transportation projects funded by Caltrans, local agencies or private entities.
20%	E	Reviews encroachments permit applications for conformance with Caltrans hydraulic practices, standards and procedures.
15%	E	Exercises general supervision, scheduling of work, prepares correspondence, budgets resources, and attends internal/external meetings as required. Coordinates and directs staff in responding to inquiries from other agencies and the public concerning drainage problems, potential lawsuits, developer's plans, drainage emergencies related to State highway system.
10%	E	Acts as liaison for coordinating hydraulic activities with Orange County Flood Control District and also with the U.S. Army Corps of Engineers as necessary.
5%	E	Coordinates with Project Managers to prepare work plans for hydraulic related projects.
5%	E	At times, acts as expert witness and provides requested data on hydraulic related litigation for Legal Division.

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

The Branch Chief manages the Hydraulics Branch and supervises the District Hydraulics Staff consisting of 10-13 Transportation Engineers, (Civil).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires a Registered Civil Engineer in the State of California. He/She must be able to work; effectively within District Committees and at Staff Conferences; manage and direct the work of a large staff, and advise the District and other Branch Chiefs on functional matters under his/her direction.

Specialized knowledge in hydraulic design and hydrology are required. Must be able to analyze hydrology, physics, mathematical and fluid mechanics data to provide the proper solutions for hydraulic projects. These skills are essential in

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hydraulics design of freeways and conventional highways. Position requires the ability to communicate effectively with others, both verbally and in writing. Knowledge of State policies and procedures and Federal Highway Administration policies and procedures in this and related fields is necessary. Ability to work independently coordinating the activities of the hydraulic staff, works constructively with other branches, and performs managerial, supervisory, and administrative functions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position requires engineering decisions and recommendations pertaining to analysis of hydrology data, and hydraulic design for transportation facilities. It also requires the timely completion of hydraulic plans, specifications & cost estimates, storm water data reports, and permit reviews. Errors in either designs or permit reviews could result in lawsuits against the State. Missing project deadlines or failure to deliver transportation projects or programs could significantly reduce receipt of federal funding.

PUBLIC AND INTERNAL CONTACTS

The hydraulic engineer works internally and externally in all matters pertaining to hydrology and hydraulics. This includes, but not limited to: developers, governmental and local agencies; Project Development, Maintenance Branches, and Legal Division staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for a long periods of time using keyboard and video display terminal. Mental requirements include sustained mental activity, analysis and reasoning. Emotional requirements are to maintain emotional control during conflicts, develop and maintain cooperative working relations, respond appropriately to difficult situations, and recognize emotionally charged issues or problems and act appropriately.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting at the district office; may require attending meeting or sitework at field or local field office. Incumbent is responsible to maintain a safe and organized workstation. The position requires travel locally and on rare occasion to other areas of the state.

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