

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Engineer (Civil)	DISTRICT/DIVISION/OFFICE District 1 - Planning	
WORKING TITLE Advance Planning/Program Engineer	POSITION NUMBER 901-800-3135-024	EFFECTIVE DATE August 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the direction of a Senior Transportation Engineer, the incumbent is responsible for developing Project Initiation Documents and preliminary studies for multi-million dollar highway projects. Employee is expected to write well, use word-processing, spreadsheets, engineering and related software, especially Microstation.

TYPICAL DUTIES:

PERCENTAGE

JOB DESCRIPTION

Essential (E)/Marginal (M)

- 45% (E) Prepare Project Study Reports, Project Scope Summary Reports, Project Study Reports/Functional Project Reports and Engineered Feasibility Studies, and recommends approval for the purpose of gaining funding for a project. Conduct field reviews of projects in order to assess how to best fix a transportation problem.
- 20% (E) Develop and analyze engineering solutions to projects that conform to best practices and by using guidance including, but not limited to, the Highway Design Manual and the Project Development Procedures Manual. May also be required to make recommendations to management for solutions to transportation problems.
- 15% (E) Coordinate project development and engineering studies work with other District/Region Branches, Headquarters, and FHWA engineers for the purpose of fully assessing the cost, issues, and constraints of a particular alternative.
- 10% (E) Assist in the evaluation and recommendation of candidate projects for the STIP and SHOPP Programs, so as to best determine the projects most critical to the District.
- 5% (M) Maintain files necessary to effectively manage the Advance Planning Office, including project binders, the Advance Planning library and general staff resource books.
- 5% (M) Provide training to students, rotating Engineers, and entry-level Civil Engineers as they are assigned to the unit so as better education new staff to perform Advance Planning engineering work. May also provide support to other functional units so as to complete projects in a timely manner.

SUPERVISION EXERCISED OVER OTHERS

The incumbent does not supervise other employees but if the incumbent is a licensed Professional Engineer, they may have leadworker responsibility over other Transportation Engineers.

KNOWLEDGE AND ABILITIES AND ANALYTICAL REQUIREMENTS

Employee must have comprehensive knowledge of the various functional units in the District, North Region and Headquarters; knowledge of engineering principles, practices, materials and equipment; computer and analytical skills. Establish and maintain cooperative and effective relationships with a variety of District, North Region, Headquarters and other representatives involved in project delivery; and be able to effectively communicate, both orally and in writing.

Must be able to analyze overall requirements for identifying and delivering STIP and SHOPP projects. Must work to analyze, establish priorities and monitor projects throughout all phases to ensure delivery. Must be able to analyze and effectively alert District and North Region Management should program delivery problems/issues arise and recommend corrective changes.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Must see that reports conform to current design standards and with Federal, State, and local laws and regulations. Failure to complete projects with accurate cost estimates and on time could result in project delays that would create delays through the project development process and potentially cause increased costs or the loss of project funding. Errors at this point that are not caught or corrected could increase the Departments liability.

Has responsibility to maintain communication with the District, North Region Management and Headquarters in regard to programming, funding, status and completion of projects. Failure to do so could result in programming and delivery delays, resulting in costly, detrimental problems; possible loss of Federal funds; budget overruns; and negative impacts to the goals and objectives of the Department and the State of California.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with District, North Region, Headquarters, news media, public and others involved in the programming and delivery of projects.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to operate a computer for preparation of Project Scoping Reports, Project Scope and Summary Reports and other types of computer generated reports and forms. May be required to move large and/or cumbersome plans and diagrams from one location to another. Must be able to travel for sustained periods of time. When working outdoors, employees may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

Mental: Must be able to sustain mental activity to: produce reports, problem solve, analyze and reason solutions and take the initiative to effectuate appropriate actions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain friendly and cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. Travel is required, should possess a valid driver's license.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and monitors (keyboard use may approach or exceed 50% of the time). May require employee to work overtime during expected and/or unexpected peak workload periods. Employee will be required to travel in metropolitan and rural areas. May also be asked to travel outside the office and may be exposed to various elements of weather, such as sun, wind, snow, fog and rain.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. *(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's Name	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's Name	Signature	Date
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