

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 2 - Office of Roadside Maintenance	
WORKING TITLE Project Engineer	POSITION NUMBER 902-605-3135-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 Chief, Office of Roadside Maintenance (Senior Transportation Engineer, CT) the incumbent Project Engineer is responsible for design and construction of storm water, drainage, and highway maintenance projects. Other duties include assisting the Culvert Crew, Disposal Site Coordinator, and Maintenance Landscape Specialist program advisors. The incumbent will be responsible for developing Project Initiation Forms (PIF's) for drainage projects and developing service contracts for storm water projects and highway maintenance contracts.

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	Responsible for the design of Minor B drainage, storm water, and highway maintenance projects. Responsible for requesting Environmental Clearance, Right of Way certification, and Traffic Management Plans. Develop storm water data reports and submit requests to other functional units.
15%	E	Responsible for writing service contracts and writing specifications for Minor B projects.
15%	E	Assist in overseeing the construction projects developed in Roadside Maintenance. Will act as the Resident Engineer or perform inspection duties commensurable to their experience. Responsible for contract administration of the project in accordance with North Region Construction standards.
10%	E	Conduct damage and maintenance related investigations in the field throughout the District and document findings. Assists in identifying culvert maintenance strategies and types of culvert defects that lead to structural failure.
5%	E	Review and prepare drainage and maintenance related PIFs. Assist Field Maintenance in the development of Day Labor projects and investigating maintenance issues. May include surveying, construction staking, and assisting with construction of Day Labor projects.
5%	E	Assist with Maintenance Engineering Storm Damage projects. During severe storm damage the incumbent will be responsible for field reviews or storm damage areas and writing Damage Assessment Forms.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This is not a supervisory position.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a working knowledge of Design and Construction functions. Must have a working knowledge of Project Development, Maintenance Staff Guide, and related environmental issues. Knowledge of hydraulic and structural design of drainage structures. Knowledge or the ability to write contract specifications.

Must have the ability to do independent investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards when necessary. The incumbent must be able to expand on the practical application of written policies, procedures and standards.

Ability to read and write English at a level required for successful job performance. Must be able to judge work quality and performance, interpret Departmental policy and make clear oral written presentations.

Incumbent must be able to analyze situations for correct decisions and/or recommendations on very short notice. Must

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be capable of understanding basic engineering solutions in drainage design and assists in determining alternatives that provide the most viable solution while considering engineering, political and economic issues.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action in carrying out assigned duties relating to policy development of maintenance functions.

The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non-compliance with permits and plans.

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in harm to the environment, excess costs to the Department and damage to the District's relationship with other agencies. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgment could jeopardize meeting project deadlines and loss of program dollars to the District. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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## PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to effectively work with others in their section and coordinate with other sections within the District or Programs and may be involved with technical staff members of outside agencies and local groups.

Incumbent is required to maintain good relations with members of the public and employees from the same and other divisions within Caltrans, as well as other agencies. Contacts with other public agencies and private individuals may be daily and the incumbent is expected to maintain a favorable image for the Department.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee may be required to sit for long periods using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting, climbing, kneeling, twisting at the waist and neck. Operating a motor vehicle for long periods is also a part of this function. The ability to lift 60 pounds or move large or cumbersome plans and diagrams from one location to another will be necessary. Other activities may be reaching above the shoulder, pushing or pulling, simple grasping or fine manipulation.

Some of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorists and do strenuous hand and mechanical labor.

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## WORK ENVIRONMENT

While at their base operation, employee will work in a climate-controlled office under artificial lighting and be required to sit or stand for prolonged periods. Field work is required where exposure to high-speed traffic will occur. Incumbent must follow all policies, procedures and safer working practices. Employee will also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat and cold.

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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

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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

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