

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer, Civil	District 2/Planning/Advance Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Engineer	902-800-3135-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 direction of a Senior Transportation Engineer, the incumbent serves as a project engineer and independently plans, organizes and performs a variety of complex technical and analytical engineering activities in a timely manner. Responsible in performing the timely initiation and prosecution of Project development, information and services received and ensures that all necessary studies and reasonable alternatives are examined, considered and presented.

Travel may be required.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Responsible for Project Initiation Documents (PIDs) and Studies. Incumbent assist in the delivery of the phases of District 2's PID program and studies. Develop plans, concepts, drawings, and cost estimates using engineering solutions and estimates with Computer Aided Design and Drafting software (CADD), spreadsheets, and provide sound engineering judgment.  Perform calculations and documentation supporting the plans, concepts, and cost estimates. Producing professional documents. Prepare, write and generate clear, concise and well-written reports and correspondences on assigned transportation projects. Coordinate and request work in a timely manner from functional units to deliver the PIDs and monitoring delivery of requested products.
30%	E	Coordinates project and report needs with District 2 personnel, North Region personnel, districts, HQ units and other government agencies (Federal, State, local). Represent District Advance Planning at various meetings, involving local governments and allied agencies. Makes oral presentations on projects to management and occasionally to public or outside agencies.  Performs and maintains good file management by following the Caltrans Uniform Filing System for hard copies and prescribed electronic project directories. Participates and assists in Value Engineering efforts as approved by supervisor. Leads or assists in development and/or edits Memorandums of Understanding (MOU) and agreements, e.g. cooperative, freeway and/or maintenance agreements. Develop ways to improve efficiency and effectiveness.
10%	E	Assist in the delivery of District 2's Minor Capital Program and Major Damage Restoration. Incumbent participate in the development of plans, concepts/drawings, and cost estimates using engineering solutions/estimates for projects to be constructed with Computer Aided Design and Drafting software (CADD), spreadsheets, and provide sound engineering judgment. Incumbent performs calculations and documentation supporting the plans, details, and cost estimates. Generate clear, concise and well-written reports and correspondences in conjunction with the work to develop projects through their construction. Coordinate work in a timely manner from functional units to deliver the projects and monitors delivery of requested products.
5%	M	Performs field investigations required for delivery of the District's Design Projects and PIDs. Organize field investigations to achieve transportation project goals and deadline effectively and efficiently.

**ADA Notice**

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5% M Review and provides input and resolution on project plans, estimates and reports.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act as a lead-worker.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

#### Knowledge of:

Basic principles of physics, chemistry, and mathematics as applied to civil engineering, engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics.

Incumbent must have a good working knowledge of computer applications.

Department purpose, organization, policies and procedures.

#### Ability to:

Plan, organize and schedule work to accomplish the District Advance Planning Program mission, goals and objectives.

Lead work for others and direct them in their work.

Use own initiative to take the appropriate action as dictated by schedule or receipt of information.

To apply sound judgment.

Reason and analyze data from technical reports.

Develop, evaluate, and formulate solutions to complex problems; read and interpret documents such as Department Directives, policies, procedure manuals and statutes.

#### Incumbent must be able to:

Develop and present ideas and information effectively, both orally and in writing.

Understand project management and project development practices.

Establish and maintain positive cooperative working relationships in an office environment with co-workers and employees of local agencies.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible to coordinate project and report needs with District 2 personnel, North Region personnel and their functional units, as well as other districts, HQ units and government agencies (Federal, State, local). Failure to diligently prosecute the above may delay projects, increase cost, and result in a less than satisfactory product and loss of reputation and future work to the Department.

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### PUBLIC AND INTERNAL CONTACTS

Contact with the division, other district divisions, and headquarters. Occasional contact with State, County, City, other local agencies, local governments and allied agencies.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Ability to perform fieldwork and subject to climbing embankments, crossing creeks, and working close to vehicular traffic.

Incumbent must be able to develop and maintain cooperative working relationships; respond appropriately to difficult situations and recognize emotionally charged issues or problems that affects relationships. Willingness to participate in rotation of assigned tasks order to meet workforce needs. Incumbent is expected to work independently with a high degree of initiative and motivation.

Ability to travel to various locations, occasionally requiring an overnight stay for meetings, field reviews or training purposes.

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### WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent may

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also be required to travel to various locations, occasionally requiring an overnight stay for meetings, field reviews or training purposes. May be required to work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. May be subject to field surveying in rugged terrain, in close proximity to vehicular traffic, photographing.

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