STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer, Civil	D3/North Region Division of Engineering - Design (Msvl)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineer (Designer)	903-200-3135-	

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 the Design Branch Chief (a Senior Transportation Engineer), the incumbent is responsible for the production of engineering reports, contract plans and cost estimates for highway construction projects. Incumbent will work independently and as a team member within the structure of the Caltrans project development process.

Incumbents hired into Range A – C may be required to participate in an entry-level engineer rotation program. During the construction season, the individual may be loaned to construction to work as a construction inspector or materials tester, or in surveys. Travel to project sites will be required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Develop and prepare engineering plans, estimates, and specifications for highway, freeway, and transportation facility projects. Review and participate in the production of projects involving layouts, profiles, typical sections, title sheets, superelevation diagrams, drainage, construction details, grading, utilities, traffic striping, stage construction, detours, and quantity summaries. Utilizing Caltrans Design's computer applications, incumbent works independently and as a team member to complete assigned tasks.
35%	E	Generate technical engineering reports for highway, freeway, and transportation facility projects. Research, gather, coordinate and request data from other divisions and compile findings to prepare clear, concise, and comprehensive reports. Generate reports in the early project development phase to address hydraulic, geotechnical, material, storm water, utility relocation, etc. used to produce plans, estimates and specification in the development of Project Initiation Documents, Project Study Reports, and Project Reports.
15%	E	Participate as a member of the project development team. Facilitate meetings across the North Region. Communicate, facilitate and coordinate project information distribution to other functional units, agencies, and the public. Provide guidance to project teams in resolving issue.
10%	M	Produce meeting minutes and maintain project files. Attend training, special reviews, public workshops, and staff meetings. Address telephone inquiries and interpretation of new requirements. Perform brief assignments to other functional areas involved in the rotation program.

[1]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

None. May act as a lead worker in assigned tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: the various phases of transportation engineering, including planning processes and methods, systems planning, construction methods and practices, construction contract administration, operations and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of

transportation facilities on the environment, the community and the economy.

Ability to: understand construction contract plans, facilitate meetings, make effective presentations; prepare correspondence, and reports; communicate effectively both verbally and in writing; relate to and work with interdisciplinary project teams to identify and resolve project issues.

Analytical Requirements: analyze situations accurately, identify potential conflicts, and adopt an effective course of action; review project schedules and determine appropriate level and timing of review; recognize issues that are significant and implement an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Omissions in plans and reports could lead to unnecessary change orders, claims, and delays; errors in judgment could result in a design product of lesser quality, which could increase project construction costs or increase the Department's exposure to tort liability.

PUBLIC AND INTERNAL CONTACTS

Contact with Region and District functions, Headquarters personnel, outside agencies, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Incumbent must be congenial and tactful when dealing with others while effectively accomplishing tasks. Must maintain a professional working relationship with Region and District functions, Headquarters personnel, outside agencies, and the public.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Except for occasional reconnaissance field trips to project sites, most of the time is spent in the Marysville Design engineering office. When working outdoors, incumbent may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. agencies, and the public. Frequent telephone interaction is necessary.

Incumbents hired into Range A - C may be required to participate in an entry-level engineer rotation program. During the construction season, the individual may be loaned to construction to work as a construction inspector or materials tester, or in surveys. Incumbent may be required to live away from their permanent residence during the workweek. Out of town travel is required.

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.

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SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE