

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Transportation Engineer	DISTRICT/DIVISION/OFFICE 03/Division of Maintenance and Traffic Operations Office of Encroachment Permits	
WORKING TITLE Assistant Encroachment Permits Engineer (Field)	POSITION NUMBER 903-350-3135-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 direction of the Chief, Office of Encroachment Permits, a Senior Transportation Engineer, the employee inspects permit work to ensure compliance with traffic control requirements and attends meetings on permit policies, procedures and requirements. Range D requires possession of valid California Professional Engineering Registration in Civil Engineering.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% (E)	Inspects the permit work to ensure compliance with traffic control requirements, calculations, engineering plans, shoring plans, vertical and horizontal clearances, vehicle loading, sight distances, turning movements, drainage, right-of-way, and land surveys.
30% (E)	The permit work inspection involves any number of items or combination of items such as: road approaches, utility relocations, boring and jacking conduits, constructing tunnels, structure, drainage facilities, channelization, signalization, curb, gutter and sidewalks, retaining walls, sound barrier walls, trench shoring, falsework, traffic control, sight distances, etc.
10% (E)	Attends meetings with the public, other agencies, private and public engineers, developers, and manufacturers to discuss, advise, and explain to them permit policies, procedures and requirements.
5% (E)	Maintains diaries, files, and mapping system involving permits.

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

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- 5% (E) Determines and maintains precise survey control for location of high hazard utility lines.

- 5% (E) In cooperation with supervisors in the Division, develops and implements the annual Division training plan, including identifying staff training needs (mandatory training & job required/related training), arranging for specific training sessions, locating available classes, assisting staff with enrollment, and tracking completed training.

- 5% (M) Alerts and advises the Claims Branch whenever problems arise or are anticipated.

SUPERVISION EXERCISED OVER OTHERS:

Normally does no supervision. However, must be able to direct or instruct engineering and non-engineering public and private personnel in permit requirements and engineering matters involved in permits.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of engineering and a familiarity of most functions of Caltrans. Must be familiar with the Standard Specifications, Statutes, Design and Traffic Manuals, PUC regulations, OSHA requirements, and the Vehicle Code. Must be able to meet with the public and communicate freely and effectively, must be able to draft written correspondence, prepare Special Provisions for engineering requirements, and to give dictation, have the ability to analyze situations and to take effective action. Requires a thorough acquaintance with the highway system in District 3. A wide knowledge of heavy construction equipment, procedures, methods and materials quality control is desirable.

Knowledge of traffic control as related to public safety.

The ability to analyze engineering features, such as profiles and grades of utilities, road approaches, drainage, sight distance, traffic movements, etc., is needed. Additionally, the ability to analyze the effect of permits in environmental areas, traffic safety, future effect on the highway development, etc., also is essential in order to prepare comprehensive reviews and recommendations. Each permit must be analyzed on its own merit and a determination as to which is the most beneficial or least detrimental to the highway right-of-way.

Range D requires possession of valid California Professional Engineering Registration in Civil Engineering.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Poor decisions and errors in judgment could result in danger to the traveling public, damage to State highway facilities, and increased costs to the permittee. Poor judgement or decisions are embarrassing to the State and also may lead to the basis of legal action and costly law suits.

PUBLIC AND INTERNAL CONTACTS:

This position entails constant and extensive contact with the public. It is necessary that this position maintain a good relationship, not only with the State personnel involved in permits, but also with

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other private and public entities, such as the various private engineers, developers, city and county engineers, law enforcement agencies, legislators, Permits personnel, etc.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical requirements for this position include sitting for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping and kneeling.

Mental requirements for this position include the ability to multi-task, adapt to changes in priority and complete tasks or project with short notice; ability to organize and prioritize large volumes of varied documents and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional requirements for this position include interaction with many people and the ability for employees to work together in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect; be open to change and new information; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT:

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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 (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE