

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer	OFFICE/BRANCH/SECTION North Region Construction	
WORKING TITLE Construction Storm Water Coordinator	POSITION NUMBER 903-602-3135	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 Southeast Area Manager, incumbent provides technical expertise and advice, engineering support, plan and specification reviews, and constructive feedback to Resident Engineers (RE's), Designers, and Contractors. Provides training programs designed to improve employee knowledge and awareness on water pollution prevention laws, regulations and Best Management Practices for the Southeast Area of North Region Construction.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Will act as technical expert in best management practices for prevention of storm water pollution associated with transportation construction sites. Assists RE's with reviews of Contractor submitted Storm Water Pollution Prevention Plans for construction projects in the Southeast Area of North Region Construction for conformance with NPDES and Caltrans General Construction Permit requirements and best management practices. Attends Pre-Construction meetings and acts as technical advisor to Resident Engineer on an "as-needed" basis for water pollution control issues.
30%	E	Will maintain "state of the art" working knowledge of best management practices, policies and procedures by coordinating with Region and Corporate technical staff, and Regulatory Agency staff on a regular basis. Will keep the Southeast Area construction personnel updated on changes to applicable permit requirements and best management practices by disseminating written information, making site visits, and conducting training workshops.
30%	E	Will visit construction sites on an "as-needed" basis to assess effectiveness of water pollution control measures implemented on-site, and advise the Resident Engineer if changes to the implemented measures are necessary. Will attend periodic construction site inspections by Corporate and Regulatory Agency staff and document "what went right/what needed improvement" for lessons learned and feedback to the Southeast Area Construction personnel and management.
5%	M	Performs miscellaneous inspection duties as assigned on various construction projects.

¹ESSENTIAL 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 and assist and provide guidance to other members of the branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Experience and knowledge of construction practices, operations, equipment; civil engineering principles as applied to design, construction and operations. Knowledge of Storm Water Pollution Prevention best management practices and regulations, Standard Specifications and the contract administration process as provided for in the Construction Manual. Fundamental knowledge of Project Development processes and procedures. Basic proficiency in the use of networked PC computers, including various database, spreadsheet, word processing software and corporate 3-mail applications. Ability to keep accurate and organized records, gather, analyze and summarize data into report form for presentation to Managers.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 446-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for accuracy of responses/information given to Resident Engineers, Inspectors and Contractor staff. Responsible for accurate record keeping and file maintenance especially related to approval of Contractor's Storm Water Pollution Prevention Plans and documenting comments. Errors could result in loss of Department credibility, project delays, monetary fines to the Department, delivery of substandard construction projects, and inefficient use of construction resources. Responsible to minimize number of compliance violations, contract change orders and claims by providing technical advice and constructive feedback to Resident Engineers and Contractors in a timely and authoritative manner.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to establish and maintain effective working relationships with North Region and Corporate Construction, Environmental, Traffic, Design, Project Management and Maintenance personnel. Will coordinate technical information, project reviews and other reports with Construction Engineers, Resident Engineers and other North Region and Regulatory Agency staff as necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent when in a field situation, may be required to stand for large periods of time, walk on slopes or uneven terrain. Employee will be required to drive to various project sites throughout the Southeast Area of North Region Construction. Must maintain cooperative working relationship within the working environment.

WORK ENVIRONMENT

Employee will be required to work at various project locations throughout the Southeast Area of North Region Construction. When at these settings employee will be subject noise, odors, and dust; extreme weather conditions. Must work with and about a variety of construction materials and construction equipment. When at employee's base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. Will be working in a climate-controlled environment with artificial lighting, etc.

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