

<b>CLASSIFICATION TITLE</b> Transportation Engineer, CT/Civil	<b>DISTRICT/DIVISION/OFFICE</b> 03/Maintenance/Engineering Support	
<b>WORKING TITLE</b> Transportation Engineer – Range A-D	<b>POSITION NUMBER</b> 903-600-3135-XXX	<b>EFFECTIVE</b>

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 District Maintenance Engineer, A Senior Transportation Engineer, the incumbent performs a variety of typical engineering duties for the Division of Maintenance. Foremost among these is the delivery of plans, specifications, and estimates (PS&E) packages for roadway and culvert projects funded from a variety of sources. Reviews scoping documents and plan sets for accuracy and completeness, and develops specialized plans and mapping as needed by the field. As these duties necessitate, frequent trips to the field for roadway inspection and project review, possession of a valid driver’s license is required. Range D requires possession of valid California Professional Engineering Registration.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% (E)	Produce PS&E packages for Minor B and Major Maintenance projects as initiated by the Program Advisors for the HM-1, HM-2, and HM-3 programs. These projects typically have a one-year turn around from identification to construction.
30% (E)	Review plans and scoping documents from all other District functions for analysis of safety and maintenance needs. Review scoping documents and PS&E packages produced by others

<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

in the unit or from outside units for completeness, accuracy, and impact on maintenance operations.

- 5% (E) Coordinates with and provides technical assistance to field maintenance and other functional issues dealing with culverts, pavements and bridge repairs.
- 15% (M) During storm events, is a member of the District Damage Assessment team tasked with inspecting storm damage, computing accurate estimates and recommend proper repair efforts.

### ***SUPERVISION EXERCISED OVER OTHERS***

None

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

- ◆ Must be able to effectively analyze plans, specifications, and estimates for rehabilitation, protective betterment and maintenance contracts.
- ◆ Research and compile statistical data and prepare calculations for a variety of projects.
- ◆ Knowledge of transportation design and construction principles; methods, materials, tools and equipment used in the maintenance of State highways; personal computers; computer printouts and information from said printouts.
- ◆ Ability to understand and adapt transportation design and construction principles to maintenance contracts; prepare correspondence and comprehensive reports.
- ◆ Range D requires possession of valid California Professional Engineering Registration.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Errors in this position could entail expensive waste of employee's time, delay of maintenance projects and monetary loss to the State.

### ***PUBLIC AND INTERNAL CONTACTS***

Must be able to provide accurate and factual information when conferring with Federal, State, County and City officials, as well as other Caltrans employees and the general public.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

The position requires occasional periods of extended work hours under possibly arduous conditions during storm or emergency events. The incumbent must be of physical, mental and emotional strength to overcome these challenges and remain able to make calm and rational decisions regarding the appropriate strategy to follow.

**Requirements as standard for office engineering work.** Storm damage assessment duties require ability to travel to field, inspect damage and communicate clearly to other staff about the status of a road or structure.

Must be able to organize and prioritize large volumes of varied documents. Must be able to sit and/or stand for long duration and perform tasks utilizing a personal computer. The workload is subject to frequent, substantial, and unexpected changes within a few months.

Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

**WORK ENVIRONMENT**

While (75%) of the work environment is in the office managing data, programs, and projects, 25% of the Work is in the field.

While working in the office setting, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. May be required to work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal.

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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
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SUPERVISOR (Signature)	DATE

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