

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer	03/Division of Planning & Local Assistance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineer	903-800-3135-	

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 a Senior Transportation Engineer, the incumbent is responsible for preparing Project Initiation Documents (PIDs). Responsibility includes conducting engineering feasibility studies, preparing conceptual plans based on preliminary geometric designs, calculating preliminary cost estimates, and writing draft and final reports. The incumbent may serve as a team lead or work independently on assigned projects.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Prepare and review Project Initiation Documents (PIDs), which is required in the planning phase of project development for programming major projects. Coordinate PID activities with functional units in the District, Headquarters, Regional and Local agencies, and the Federal Highway Administration as required to produce quality PIDs and to ensure compliance with State and Federal regulations and standards. Utilize Highway Design Manual and Project Development Procedures Manual as well as other design manuals to prepare a PID that will form the basis for programming and designing the project.
20%	E	Involved in the preparation and review of plans, designs, and reports as required in order to meet project schedules. Responsible to write reports, respond to correspondence, study alternatives, prepare project plans and cost estimates, review PIDs and estimates for completeness and accuracy.
20%	E	Establish, collect, analyze and interpret engineering data utilizing computer aided applications to compile engineering data. Provide technical quality assurance and support to Local Agencies and private developers in developing PIDs sponsored by these entities.
5%	E	Review of Project Reports, IGR/CEQA documents, project proposals by other agencies, permit proposals, and proposed Right of Way air-space leases.
5%	M	Performs various analyses and special projects as assigned by the Senior Transportation Engineer. Incumbent may be designated as the primary contact for most correspondence that is required for the assigned projects. May act in the absence of the Senior Transportation Engineer.

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 lead person over a team of engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of State of the art principles and standards of transportation facility selection including the transportation engineering process for development of transportation facilities; traffic analysis including capacity, level of service and safety; and engineering economics. Knowledge and ability to use Microstation/ACAD and various other computer

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

programs.

Ability to analyze transportation performance in terms of service, safety and cost effectiveness; prepare comprehensive reports on studies and investigations; coordinate or direct field reviews; direct studies involving multi-agency and multi-disciplinary coordination. Ability to handle engineering work that is complex and broad in scope. Must have effective communication and analytical skills to make sound and effective judgments and decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for assuring the professional integrity of recommendations based on proper use of engineering principles and analysis, and for interpreting departmental policies relative to transportation facilities. Errors in judgement and/or decisions could affect public safety or result in tort liability for the Department.

PUBLIC AND INTERNAL CONTACTS

Frequent contact is required in person, in writing and by telephone with personnel within the Department, other agencies, private interests, political representatives, and the public at large.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit all for long and short periods of time using a keyboard and a mouse (fine manipulation), view a video display terminal and use a telephone. Ability to move large or cumbersome plans and project documents from one location to another. Ability to drive long distances for project related activities. Ability to travel for training purposes to various locations throughout the State of California.

Must maintain an even mental balance of analytical process for multiple projects. Must be able to handle accelerated project schedules. Must maintain emotional stability under stressful and a rapid paced working environment.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate controlled office under artificial lighting. Incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Periodic travel is required for fieldwork and training. Incumbent may be required to work overtime and may remain in field locations in rural areas without facilities.

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