STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer, Civil - Range D	D3/North Region Division of Engineering - Eureka	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Engineer		

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 serves as the Project Engineer in charged of the engineering work necessary for the preparation of Project Study Reports, Project Reports, contract plans, specifications, and estimates for transportation improvement projects. Incumbent will act as a lead worker and assist other staff with the assigned project work. Incumbent is responsible for the distribution, direction, and oversight of assigned work, provide input on evaluations, and provide training to other branch members. Incumbent will participate as a design team member.

A valid California Professional Engineer license is required. Possession of a valid California Drivers License is required when operating a state owned vehicle.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Develop, coordinate and review Contract Plans for highway, freeway, and transportation facility projects including plan sheets such as layouts, typical sections, superelevations, drainage facilities, design details, and traffic handling. Review, accurately verify and evaluate plans to ensure Right of Way needs; including utility and maintenance requirements are met. Request and review plans and design input from other functional units, including Traffic, Landscape, and Structures, and incorporate plans and feedback into the project plan package. Develop and review bridge site submittals and structure plans. Review the work of others and approve the plan sheets, estimates, and specifications for the project. Responsible for the final preparation and review of the Plans, Specifications, and Estimates (PS&E) and the Ready to List (RTL) submittal.
30%	E	Review and prepare Project Study Reports, Project Reports and other reports to determine, support, and devise solutions to ensure project need and purpose are met. Develop and analyze alternative solutions to ensure that geometric and design elements are in compliance with State and Federal Standards. Prepare cost estimates required for the reports. Prepare exhibits and participate in public hearings and informal meetings. Develop project schedules and staffing requirements. Request recommendation from other functional units to furnish data for and review environmental documents.
10%	E	Coordinate project impacts with local agencies and utility companies. Prepare cooperative agreement and Memorandum of Understanding (MOU) which outline responsibilities of cooperating parties and manage the execution of agreement with local agencies.
10%	M	Coordinate and manage project work and records. Organize, facilitate, and attend project team meetings and public workshops. Prepare general technical correspondence. Provide consultant oversight.

[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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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act in a lead capacity on assigned tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: surveying; hydraulics; hydrology; the various phases of transportation engineering, including planning processes; design procedures; construction materials, methods and practices; construction contract administration; traffic operations, maintenance procedures; 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 and implement the Caltrans project development process; follow departmental guidelines and procedures; delegate and insure completion of tasks; use computer software for design and drafting; understand construction contract documents; facilitate meetings; make effective presentations; prepare correspondence, and reports; communicate effectively and congenially both verbally and in writing; relate to and work with interdisciplinary project teams to build consensus, and identify and resolve project issues; deal effectively with people, including those within the organization, other government agencies, the public in general.

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

Errors in judgment or decisions could affect public safety, affect environmental quality, cause project delay, and result in excessive cost for project construction or result in tort liability for the Department. Employee is responsible for timely completion of quality work while following established policies, procedures and guidelines including the proper use of State equipment.

PUBLIC AND INTERNAL CONTACTS

Routine contact by phone or in person with District, Region and Headquarters Caltrans personnel, contractors, engineering consultants, developers, representatives from other government agencies, the public, and industry representatives.

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. Incumbent is subject to sit, stand, kneel, stoop, bend, walk, drive, write (simple grasping), and lift files.

Incumbent may be required to master new technical knowledge, complete projects with short notice, adapt to changes in priorities, accommodate project changes, review lengthy reports, organize files, prioritize workload, adhere to procedures, solve problems, analyze data, perform research, and meet deadlines.

Incumbent may be required to interact with other people in a cooperative manner, work under pressure, deal with difficult or irate people, and maintain focus during difficult situations.

WORK ENVIRONMENT

While at their base of operation in an office setting, employee will work in a climate-controlled office under artificial light. During construction season, employee may be loaned to construction to work as a resident engineer, construction inspector, materials tester, or in surveys. Incumbent may be required to live away from their permanent residence during the week and work outdoors. During fieldwork, incumbent may be exposed to traffic, noise, dirt, water, uneven surfaces, and extreme heat or cold.

Periodic travel is required for fieldwork and training. Periodic overtime and overnight travel is required. Travel may require the use of State supplied vehicles that vary in size. Possession of a valid California Drivers License is required when operating a state owned vehicle.

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