

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer, Caltrans/Civil - Range D	OFFICE/BRANCH/SECTION Maintenance Services	
WORKING TITLE Assistant Major Damage Coordinator	POSITION NUMBER 904-605-3135-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 general direction of a Senior Transportation Engineer, the incumbent assists in preparing Director's Orders, Damage Assessment Forms, performing project reviews, preparing maintenance agreements, and participates in field safety reviews. In this capacity, the incumbent makes field investigations, prepares project initiation documents, and prepares contract documents.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
65%	E	Provides engineering expertise and coordination for various engineering problems that arise in the geographical region. Typical examples include: recommending and obtaining traffic control plans for maintenance work requiring lane closures, dealing with pavement condition issues, and addressing complaints received from the public or local agencies.
		Provide coordination and expertise to the geographical region for all slides, slipouts, flooding problems and culvert failures within the District which would include review, inspection, identification, coordination with Engineering Services, tracking of interim measures and permanent solutions/projects.
		Respond to maintenance complaints and requests. Respond to the District Emergency Operations Center or other location as appropriate for any emergency or during severe winter storms. Assist in coordinating training and planning for the District's emergency response, including coordination with other agencies. Provide assistance, coordination, information and engineering recommendations as needed.
15%	E	Assists in preparing Director's Orders and Damage Assessment Forms. Also assists in processing contracts and funding for emergency projects.
15%	E	Assist in negotiating, preparing, and administering maintenance agreements with local agencies.
15%	E	Work on special engineering projects as directed by the supervisor.
5%	E	Investigate public complaints and inquiries and present recommendations to supervisor.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The position does not supervise other employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must be a registered civil engineer and have knowledge on methods of constructing and maintaining highways and protecting traffic; highway economics and financing and the various phases of transportation engineering including evaluation of alternatives and systems planning. The incumbent must also know and understand the principles and policies of the health and safety programs.

**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.

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The incumbent must be able to analyze situations accurately and adopt an effective course of action; communicate effectively with good written and oral communication skills.

He/She must be familiar with project development and programming procedures. Both engineering and administrative knowledge is required to review, prioritize and implement maintenance construction projects. Severe storm damage years require extensive engineering knowledge to review corrective measures and to coordinate interim or emergency repairs when necessary.

The incumbent needs the highest degree of analytical ability at all times necessary to make professional, engineering judgements and recommendations of operations and operating expense budgets and future equipment needs.

In reviewing proposed improvements or corrective actions, she/he must be able to analyze the improvement or action in terms of maintenance requirements and needs as well as engineering principles to assure their compatibility with the existing system and the State's responsibilities, including the safety and protection of the traveling public and our workers and protection of the State's capital investment.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Serious errors in the performance of his/her duties could have very serious consequences. The integrity and credibility of the Department are highly visible. Responses to complaints and inquiries must be carefully outlined. Decisions on sensitive technical and/or engineering matters must be carefully formulated. Serious errors in judgement could impact planned projects, maintenance programs and the existing facilities. Errors in judgement could result in the State being held liable for expensive maintenance corrective actions. Decisions on complex technical engineering problems under emergency conditions could affect the motoring public's convenience and safety and the State's capital investment in State Highways and have legal ramifications.

He/She has responsibility to advise and assist the Division of Construction regarding the administration of emergency contracts; failure to assure that work is carried out without good safety practices could result in injury or death to the traveling public and/or State employees, and/or may subject the Department to possible violations and/or Cal/OSHA citation/notices.

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### PUBLIC AND INTERNAL CONTACTS

This position requires a wide span of contacts with outside agencies, the public, Headquarters and District personnel on a regular basis. As the engineering arm of the office of maintenance services, most contacts with maintenance are routed through the incumbent for actions or further referrals. The incumbent represents the office of maintenance services at meetings with federal, state, local agencies, public and private groups and individuals. Public contacts are often in an initial confrontation atmosphere on the public part and require an awareness of appropriate balance between State rules and regulations and the unique situation under consideration. The incumbent will act as a liaison with all Caltrans functional units in issues related to maintenance activities.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long period of time using the keyboard and video display terminal. Travel is required to attend meetings and field reviews at various locations. The position requires sufficient initiative to work with minimum supervision, concentration sufficient to the task at hand, and the ability to work cooperatively with others, sometimes in stressful situations.

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### WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. Additionally, fieldwork reviews on projects are required. Incumbent may also require traveling to off-site locations for meetings. Field trips and visits to construction sites require outdoor work that may include exposure to dirt, noise, uneven surfaces, extreme heat or cold, and rain. The incumbent must be available for 24 hour emergency call-back.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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