STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer CT/Civil	District 5 Encroachment Permits	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Permit Engineer	905-351-3135-	06/01/2015

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 District Permits Engineer (DPE), a Senior Transportation Engineer, the incumbent is responsible for the review of encroachment permit applications, writing and issuing permits consistent with State standards, and other administrative functions necessary to conduct the Encroachment Permit Program. Ensures that work performed under a permit complies with departmental policies, standards, and with all other applicable laws. Incumbent is responsible for managing the various tasks involved in processing permits.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Performs engineering work involving the acceptance, review, and processing of Encroachment Permit Applications. Reviews and analyzes permit applications to determine if proposed work is sound, and permit package is complete. Coordinates, reviews, and analyzes returned engineering comments from various reviewing offices to ensure all issues have been addressed and Caltrans standards and specifications are applied.
25%	E	Prepares correspondence, including letters of denial, memos, and letters to permittees, consultants, local agencies, and other offices. Issues encroachment permits, with required timelines, when all reviews have approved the permit packages.
20%	E	Represents the Office of Permits at meetings, internal & external, involving local agencies, private developers, and the public to provide procedural and technical information to assist in the permit application process.
15%	E	Performs field reviews and inspection of Encroachment Permit work. Incumbent must insure compliance of work with plans, specifications, and permit conditions. Reviews and inspects traffic control when work on the highway interferes with normal traffic flow. Enforces permit conditions and ensures conformance to permit requirements and standard practice and procedures for encroachment permit work.
5%	M	Assists other Office of Permits staff in processing permit applications, or other duties, as workload requires.
5%	M	Input and extract permit related data to/from electronic databases and information systems. Prepare and maintain various files, records and electronic logs by using computer-based processes to compile engineering and administrative data.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is not a supervisory position, however may act on behalf of supervisor in their absence, or as a leadworker directing student staff if assigned.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of State highway routes, and policies and procedures governing the issuance of encroachment permits, as well as the Encroachment Permit Manual, Highway Design Manual, and Project Development procedure.

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.

Must have a thorough understanding of fundamental engineering and construction principles. Must have knowledge and some experience in highway design, drainage traffic operations, and maintenance practices.

Must be able to analyze detailed engineering plans in order to ensure that the proposed highway-related improvements are compatible with existing and ultimate (future) conditions.

The incumbent must have the ability to respond in a professional manner, to work under pressure, to analyze plans and prepare detailed reports, to understand the impact of various permit activities upon traffic, and to identify potential engineering problems. The incumbent must be able to recognize and process time-sensitive documents in an expeditious manner. Incumbent must possess skill in performing increasingly responsible and varied assignments under decreasing degrees of supervision.

Must have the ability to represent the Office of Permits at various meetings and have experience giving presentations. Must be tactful and persuasive, effectively deal with colleagues, internal and external agencies, political officials, law enforcement officials, and the general public in a professional, responsive, diplomatic, and competent manner, in a team work setting, and must be able work objectively and effectively while dealing with controversial issues.

Entails conscientious and focused review of engineering plans, documents, and specifications to insure plans and work will meet minimum departmental standards and policy, as well as applicable laws and codes. Work involves extensive written and verbal communications in developing and responding to correspondence, and in writing encroachment permits.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Encroachment Permit program must be administered in a consistent and uniform manner and according to applicable laws, regulations, and policies. Departure from this procedure could result in an unfair economic advantage to some, thereby causing poor public relations and possible legal consequences. Poor judgment in issuing permits could also result in serious damage to the highway facility and its operation, could endanger the traveling public, lead to litigation against the Department and State, and increase costs to the public as well as to Permittees.

PUBLIC AND INTERNAL CONTACTS

Sound verbal and written communication skills are required as there is extensive exposure to local agency engineering personnel, engineering consultants representing developers, internal functional units, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit long periods of time using a keyboard and video terminal, which may include viewing small fonts for extended periods. Employee must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze raw data, reason logically, recognize issues and develop solutions. Must be able to behave in a fair and ethical manner toward others, and demonstrate a sense of responsibility and commitment to the local governmental agencies and internal customers.

While performing permit inspection duties at job sites, may be required to traverse rugged terrain, hilly areas, or uneven surfaces. Exposed to dust, extreme temperature, and inclement weather. Traveling between job sites may require long periods of sitting while safely operating a motor vehicle.

May need to move large files or reports from one location to another, which requires occasional bending, stooping, or kneeling.

The incumbent will also be required to prioritize work assignments while under pressure. Must have the ability to develop and maintain cooperative working relationships; act with discretion, and respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Use appropriate judgment in identifying issues that need to be elevated to the supervisor.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office setting under artificial and natural lighting . Employee will also be required to drive a vehicle, either alone or with a co-worker, to meet occasionally with the staff of local governmental

agencies at their offices, and also to conduct field reviews and inspections outdoors, and may be exposed to dirt, noise, uneven surfaces, and extreme heat or cold.

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