

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Transportation Engineer, CT (Civil)	OFFICE/BRANCH/SECTION D5 Planning & Local Assistance	
WORKING TITLE Local Assistance Engineer	POSITION NUMBER 905-800-3135-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direction of the District Local Assistance Engineer (DLAE), the incumbent is responsible for administering the Active Transportation Program (ATP) and the Highway Safety Improvement Program (HSIP) and performing various high level functions within the District 5 Local Assistance Unit. Incumbent is responsible for making high level recommendations related to specific local agency (Cities and Counties) projects.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Program Coordination

Perform engineering work involving the review, preparation, acceptance and processing of a variety of documents including requests for CTC allocation, authority to proceed, field review forms, Plans, Specifications, and Estimates (PS&E) certification and checklist, contract documents, award submittals, progress invoices, final expenditure reports and program agreements received from local governmental agencies. Entails precise engineering preparation of the aforementioned documents by referencing and applying procedures from the Local Assistance program manuals and policies. Responsible for the overall monitoring and reporting of program related progress.

20%	E	Project Invoice Review and Coordination
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Analyze and make decisions related to the selection of local agency projects for funding, the eligibility of project related design and construction costs for Federal-Aid reimbursement. Manage, coordinate, and track FHWA mandated District level review of progress invoices. Perform mandated task involving detailed review of progress invoices including: award packages, detailed estimates, contract change orders, and participating costs. Participate on statewide committee to establish and refine progress invoice guidelines and implementation procedures for this new District function for all local agency projects. Coordinate with HQ accounting staff to ensure the established guidelines are implemented accordingly. Lead the implementation of the District effort and train other Local Assistance staff to complete this time sensitive, critical task to ensure timely invoice payment to local agencies.

10%	E	Data Input
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Input project data into electronic databases. Prepare and maintain various files, records and electronic logs by using computer-based processes to compile engineering data.

10%	E	Project Delivery Coordination
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Provide or coordinate with other functional units, the enhanced services, as defined in Division of Local Assistance procedures, to assist the local governmental agencies in the delivery of transportation projects, and when preparing and presenting information to the public about all types of transportation engineering matters.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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10% M Assist in or perform field reviews, final inspections, and maintenance inspections, in accordance with the Local Assistance Procedures Manual. Assist in classroom training of local governmental agencies in Local Assistance programs and procedures.

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

None. May serve as the District Local Assistance Engineer in absence of the supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering. Must have knowledge of transportation facilities, design principles, computer applications to transportation engineering, processes of project development and basic accounting practices. Must have working knowledge of the procedures relative to processing State and Federal documents for the funding of local governmental agency transportation projects.

Must have good oral and written communications skills. Ability to understand the Local Assistance Program Guidelines and Procedures Manuals and apply information from the Manuals to processing of State and Federal transportation funding documents and processes. Ability to recognize and process time-sensitive documents in an expeditious manner. Must possess skill in performing increasingly responsible and varied assignments under decreasing degrees of supervision. Ability to analyze and make decisions related to the selection of local agency projects for funding, the eligibility of project related design and construction costs for Federal-Aid reimbursement. Ability to effectively deal with colleagues, internal and external agencies, and the general public as necessary in a professional, responsive and competent manner in a team work setting.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgement, errors and providing inaccurate information regarding procedures in processing State and Federal documents for the funding of local governmental agency transportation projects could be damaging to the local governmental agencies and could cause time delays, costly corrections and even the loss of funds. Such errors would lower the Department's credibility with our local agency partners.

PUBLIC AND INTERNAL CONTACTS

Extensive external contact with our local agency partners, internal and external agencies, general public and other departmental staff.

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 problems 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. .

The incumbent will also be required to prioritize work assignments while under pressure. Consequently, mental and emotional abilities need to be healthy. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

It is essential that the incumbent can thrive in a team-oriented environment working in partnership with the other staff members in the unit.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee will also be required to travel

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alone or with a co-worker to occasionally meet with the staff of local governmental agencies in their facilities and also to conduct field reviews and inspections outdoors, and may be exposed to dirt, noise, uneven surfaces, 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