STATE OF CALIFORNIA·DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil) – Range C and above	District 6/Traffic Ops Division Encroachment Permits	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE DATE**
District Permit Writer/Inspector	906-397-3135-XXX	

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 supervision of the Chief of Encroachment Permits Branch, incumbent reviews Permit Applications, approves Plans, Specifications and Estimates (PS&E), and processes Encroachment Permits, and acts as a Permit Inspector.

TYPICAL DUTIES:

Percentages	Essential (E)/ Marginal (M)[1]	Job Description
30%	E	Review all Encroachment Permit applications, plans and drawings. Check design and engineering calculations to ensure that work to be performed is properly designed and constructed in accordance with sound engineering practices and principles and will conform to State Standards and District requirements.
30%	E	Act as Permit Inspector during construction phase of permit to coordinate and/or conduct pre-job conferences as necessary. Inspect construction of permitted projects. Ensure and coordinate materials testing as required. Coordinate resolution of construction problems associated with the permit. Ensure permit construction activities comply with established Storm Water policies.
20%	E	Answers permit applicant's questions regarding permit applications in-person, telephone or email. Logs encroachment permits into database for further processing. Process Progress Billings in a timely manner to meet cost recovery objectives. Meet and confer with Permittee's engineer in field relative to proposals, particularly where individual interest conflict with State and District policies, to determine locations and design of facilities that will meet the Department's criteria and provide reasonable construction costs to Permittee.
10%	E	Correspond with engineers, utility companies, Headquarters and public on Permit matters. Estimate Permit costs for review, inspection, field work, deposit, insurance, bonds, etc. Collect payment for Permit or arrange for the Accounting Department to collect and/or bill for Permit costs.

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10% M Analyze Permittee's intent and assesses potential impact of all proposals to existing facilities and the motoring public.

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 position does not supervise others. However, incumbent may be asked to work in a lead capacity.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENT

- Knowledge of transportation engineering and construction principles and procedures and the ability to collect and analyze data accurately.
- The ability to apply knowledge to determine an effective course of action based on known engineering standards, principles and practices to evaluate effectiveness and potential negative impact of third-party projects in State Right-of-Way.
- The ability to communicate effectively, both verbally and in writing, and proficiently use MS Word, Access database, Excel and Computer Aided Drafting (CAD) programs.
- The ability to maintain cooperative working relationships and rely on a multi-disciplined approach to problem-solving and product delivery.
- The ability to prepare accurate and timely reports.
- The ability to effectively and efficiently interpret drawings, plans and specifications.
- The ability to evaluate, prioritize and schedule workload to ensure timely completion and "quality" Customer Service.
- Knowledge of Tort Liability concerns and issues as they relate to documentation for approving third-party work in the State Right-of-Way.

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- Knowledge of quality management principles as they relate to internal and external Customer Service issues.
- Knowledge of State's Storm Water Quality requirements.
- Knowledge of State's American's With Disabilities Act (ADA) requirements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in analysis and subsequent recommendations will result in loss of substantial time and funds, ineffective usage of tax dollars, significant impact to Customer Service and potential loss of credibility of the Department.

All computer users have a responsibility to use Caltrans computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible termination and civil and/or criminal liability.

PUBLIC AND INTERNAL CONTACTS

Incumbent maintains contact in person, by telephone, memo, email, or by letter with the following: other Caltrans personnel, District 06 Departments, other Districts, Headquarters, Developers, Professional Engineers and Architects, utility companies, local agencies, political interests, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent must be able to evaluate and decipher critical calculations, data and other materials that will require long periods of concentration and mental focus. Must be able to manage large numbers of projects while under stress that may have short approval timeframes. Must possess the ability to relate technical processes and procedures to non-technically oriented staff and customers, and be able to exercise diplomacy relating to customer concerns or complaints.

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WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors while conducting field reviews. There may be exposure to dirt, noise, uneven surfaces and/or extreme heat and/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

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