

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	District 8 – Program/Project Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineer (Civil)	908-219-3135-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 and direction of a Senior Transportation Engineer, the Transportation Engineer (Civil) performs professional engineering work in the Program/Project Management (PPM) division. Duties in PPM involve project planning, scheduling and monitoring project status, developing and monitoring resources, and reviewing engineering documents for the district's transportation projects. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Use engineering judgment to develop, modify, and maintain project workplans in the Project Resource and Schedule Management (PRSM) computer application to track the life cycle of a project and generate the workload needs of the department. Analyze and forecast project data obtained from using Earned Value (EV) and informational dialog with others, with consideration for programming constraints and business practices. Monitor PRSM alerts to prevent possible resource problems, functional workload peaks, cost overruns, or other conditions which may impact project delivery. Recommend solutions to problems involving project priorities and project scheduling/delivery. Update project attributes in PRSM and ensure accuracy and reliability. Review project data, entering correct data and project status or facilitating the responsible department’s corrective action. Communicate effectively with Project Managers to ensure milestone dates and project resource utilization are realistic and clear.
35%	E	Assist in all activities in support of PPM by producing resource, task assignment, and status reports required to monitor project cost, scope, and schedule by utilizing current databases and reporting tools such as Work Plan Structure (WPS), PRSM, AMS Advantage, Enterprise Datalink, Excel, and Microsoft Word. Audit project data for errors and reviews charging practices using expenditure reports from either WPS, Enterprise Datalink or AMS advantage. Monitor appropriate time charging of staff work to maintain project integrity. Solicit and monitor the opening and closing of project phases. Assist in Risk Management reviews, Project Change Requests, Expenditure Authorization Requests, and Funds Requests. Update Fact Sheets and perform the Project Closeouts.
15%	E	Review and monitor assigned workplans to ensure current project status. Provide assistance to the Project Manager in the preparation of project work plans. Attend the workplan development meetings with the Project Manager and the district's functional units as needed. Assist the team in developing the schedule and resource distribution based on the need of all units. Distribute the resulting data to the Project Manager and Project Development Team for review.
5%	M	Perform special assignments such as public records request, research attorney litigation requests, and research any project information based on requests from all agencies.
5%	M	Other duties as required in PPM to ensure the delivery of the district's capital projects.

¹ESSENTIAL 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 carries no supervisory responsibilities. The Transportation Engineer is expected to achieve results through

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others while working in a matrix organization.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires knowledge of or the ability to learn engineering project development processes, project management concepts, and engineering functions pertaining to the planning and design of transportation facilities. Must have expert knowledge of project workplan scheduling, monitoring, and status reporting of Caltrans program projects using a sophisticated computer scheduling tool. The incumbent must have knowledge of principles, practices, processes, tools, and techniques of Project Management Delivery. Must have knowledge of Work Plan Structure (WPS), PRSM, AMS Advantage, Enterprise Datalink, Excel, and Microsoft Word, data requirements for the Caltrans Project Managers, Functional Managers, and existing project-related information systems. The incumbent must possess the knowledge and ability to operate personal computers and complex engineering and scheduling software programs, to produce and interpret various reports, graphs, and spreadsheets from both the software programs and programming databases. Must also possess the ability to communicate effectively and make clear, concise presentations to District management.

Incumbent must be able to create, modify, analyze, and evaluate engineering project schedules with general direction from Project Managers and have the ability to forecast and anticipate problems arising in workplan schedules, project resource assignments, and identify and recommend solutions affecting project delivery. Must be proficient in the use of desktop computer hardware and software. Must have strong written and verbal communication skills and the ability to prepare detailed written correspondence in a clear and logical manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Erroneous decisions and judgments could result in misallocation and misdirection of district resources, project slippage, cost overruns, loss of Federal and State monies to fund projects and overall district program failure.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have daily interactions that must promote and maintain effective, cooperative, and professional working relationships with all levels within the Department and other agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work on a keyboard; manual dexterity; sitting for long periods.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. May occasionally take field trips to the project site where knowledge of roadside safety is critical and safety equipment such as a hard hat and vest must be worn.

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

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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)

SUPERVISOR (Signature)

DATE
