

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	District 8 - Design J - Oversight	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineer (Civil)	908-235-3135-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 general direction of a Senior Transportation Engineer, the incumbent reviews a wide variety of proposed transportation engineering projects and performs engineering work of varying complexity involving problem analysis and development of technical reports, plans, specifications, and estimates for the construction of transportation improvements.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Prepares Preliminary Initiation Documents (PIDs) for proposed transportation projects that will be adopted in the State Transportation Improvement Program (STIP) or the State Highway Operational and Protection Program (SHOPP). Coordinates PID delivery including oversight projects with District and regional personnel as well as with other Districts, Headquarters units, and other governmental agencies (federal, state, and local). Duties include but are not limited to developing plans, concepts, roadway alignments, profile grades, geometric and drainage facilities, and cost estimates using engineering solutions and estimates with Computer Aided Design and Drafting software (CADD), preparing spreadsheets, and using sound engineering judgment. Performs calculations and documentation supporting the plans, concepts, and cost estimates. Produces professional documents which includes writing and producing clear, concise, and well-written reports and correspondence using Microsoft Word processing software. Coordinates and requests work from functional units to deliver the PIDs; monitors delivery of requested products to ensure timeliness.
30%	E	Reviews and prepares comments for consultant prepared documents, construction plan submittals, preliminary engineering studies, environmental documents, planning documents, traffic studies, tentative maps, encroachment permit applications, and other documents from public agencies as they relate to existing and future Caltrans facilities to ensure compliance with Caltrans' Design standards and procedures. Performs project activities with other functions within Caltrans, consultants, other agencies, and the general public. This includes but is not limited to attending meetings, preparing and presenting information to the public, local agencies, and developers about all types of transportation engineering matters, and conferring with local agencies and department personnel regarding project-related activities.
10%	M	Prepares technical reports, letters, and memos for development of transportation projects. Reproduces and distributes project-related documents such as memos, plans and reports, and updates and maintains project files.
5%	M	Designs and acts as a team member in design of roadway alignments, profile grades, geometrics and drainage facilities, construction details, construction staging, and utilities including performing necessary engineering calculations.
5%	M	Conducts field investigations and surveys including researching and retrieving project background data.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess general knowledge of civil engineering principles. Ability to interpret engineering mapping and plans, make neat and accurate computations, and engineering notes and prepare reports.

Must have ability to plan, organize, and schedule work to accomplish the District Design Division's mission, goals, and objectives. May lead work for others and direct them in their work; use own initiative to take the appropriate action as dictated by the schedule or receipt of information; apply sound judgment and reason; analyze data from technical reports; develop, evaluate, and formulate solutions to complex problems; read and interpret documents such as Department Directives, policies, procedure manuals, and statutes.

Must be able to develop and present ideas and information effectively, both orally and in writing. Understand project management and project development practices. Establish and maintain positive and cooperative working relationships in an office environment with co-workers and employees of local agencies. Travel to various locations occasionally requiring an overnight stay for meetings, field reviews, or training purposes.

Basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics; a good working knowledge of computer applications; department purpose, organization, policies, and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

For each given assignment, the incumbent is responsible for the timely initiation of requests for information and services of others, and project development, ensuring that all reasonable alternatives are examined, considered and presented.

Failure to diligently produce the above may delay projects, increase cost, and result in a less than satisfactory product. Just as significantly, there can be a loss of reputation and future work that will not come to the Department because past performance has been less than satisfactory and could affect incumbent's performance evaluations and salary.

PUBLIC AND INTERNAL CONTACTS

Must communicate well within the division, other District divisions, and Headquarters. The incumbent will have occasional contact with state, county, city, and other local agencies on transportation projects. Contact can be by telephone, electronic mail, written correspondence, facsimile, and in person. The incumbent will represent the office of Design Oversight, Design Division at various meetings involving local governments and allied agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: May be required to sit for long periods of time using a personal computer, a keyboard and viewing video display terminal. May be required to move plans, reports and objects, which are bulky and heavy. When conducting field reviews, may be subjected to loud noises such as heavy traffic.

Mental: The work requires considerable analytical ability. Must possess a sustained mental capacity for analysis, problem solving, reasoning, and report writing. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Must be able to concentrate in order to review and create documents and meet strict deadlines at times.

Emotional: Must be able to develop and maintain cooperative working relationships; handle stressful and demanding situations in a calm and professional manner.

WORK ENVIRONMENT

While at the base of operation, will normally work in a climate-controlled office under artificial lighting. May also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or 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

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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