STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	District 8 Design/Utilities Engineering Workgroup (UEW)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Utility Location and Mapping Engineer - Leadworker	908-239-3135	

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 direction of the Design Office Chief, a Senior Transportation Engineer, Caltrans, the incumbent performs engineering work of varying complexity, maintains and updates the utilities database, and coordinates the utilities relocation effort with project engineers and Right of Way Utilities Coordinator.

Works independently, as a member of a design squad or as a Leadworker/Project Engineer, as assigned, guiding the work of engineering personnel, including Transportation Engineers (Civil) and Transportation Engineering Technicians.

Assists Office Chief in coordination of project activities with other Caltrans functions, and ensures milestone and project delivery commitments are met.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
55%	E	Requests and obtains the utility "As-Built" plans, encroachment utility plans, field data, forwards the plans and data to the Project Engineer for plotting utilities on the project base maps, forwards the utility plans to utility companies (through the District Utility Coordinator) for comments and updates. Ensures requests to Surveys are adequate for design needs.
25%	E	Performs field reviews, requests and obtains field data (potholing, survey tie-ins, etc.) and forwards the data to project engineer. Coordinates the relocation effort with the Project Engineer and Right of Way Utilities Coordinator.
10%	E	As a leadworker, provides guidance and informal training to transportation engineers and transportation engineering technicians. Assigns tasks within the work assignment. Reviews the work of transportation engineers and transportation engineering technicians for completeness. Prepares status reports.
10%	M	Participates in internal and external team meetings and committees. Uses and directs the application of computer hardware and software including personal computers and computer-aided design drafting (CADD) systems. Provides input to the Design Office Chief on training needs and assists with completing training plans for staff, provides input for staff performance appraisals, development plans, and merit salary adjustments.

[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

None. May act in a Leadworker capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of transportation facility development methods, materials, and equipment, structural section design theory and concepts, recycling of existing road materials, geometrics, drainage and environmental considerations, standard specifications, technical report writing, and construction practices. Ability to lay out work for others and guide them in their work; lead total project design coordination and task assignments; track project schedule and costs. Must be able to communicate effectively (i.e., present thoughts and ideas, compose various correspondence). Ability to effectively contribute to the Department's missions and goals.

The position requires a valid Certification of Registration as a Civil Engineer in California.

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Due to the complexity of transportation facilities, a thorough knowledge of project development procedures, standards, policies, and practices is essential. A broad background in the Caltrans project functions including: right of way, environmental, planning, construction, maintenance, and operations is desirable. The incumbent should have a good understanding of personal computer applications and CADD.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer in the State of California and is in responsible charge of assigned work. On occasion, the incumbent may be assigned to assist another Project Engineer on a portion of a specific project, but will retain Leadperson responsibilities. The incumbent's decisions made during the project development process will have a direct impact on the quality of the final transportation facility and the safety of the traveling public. Errors could result in liability and a negative public image of the Department and the State.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with other units throughout Caltrans while coordinating work and exchanging engineering data.

The incumbent assists the Office Chief with the preparation of correspondence and inquiries from the public. Coordination with other district divisions is required on a regular basis. Preparation of project information for outside agencies, citizen groups, and the public is required. Contacts may be with people representing other Districts, departments, outside agencies, consultants, and the public through formal/informal meetings, presentations, and written correspondence.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical:
May be requires to sit for long periods of time using a personal computer. When conducting field reviews, may be subjected to loud noises such as heavy traffic. May be required to move plans that are big and bulky.

Mental:
The work requires considerable analytical ability. Must posses a sustained mental capacity for analysis, problem solving, reasoning, and report writing.

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

WORK ENVIRONMENT

While at the base of operation, will work in a climate-controlled office under artificial lighting. May be required to occasionally travel and perform field investigations and may be exposed to moving traffic. May be exposed to dust, dirt, noise, uneven surfaces, and/or extreme heat/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.

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SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE