

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CT TRANSPORTATION ENGINEER	OFFICE/BRANCH/SECTION 08-607	
WORKING TITLE CT TRANSPORTATION ENGINEER	POSITION NUMBER 908-607-3135-XXX	EFFECTIVE DATE

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 Senior Transportation Engineer serving as Maintenance Engineer, the Transportation Engineer prepares or directs the preparation of reports, plans, specifications and estimates for transportation projects. Will work independently or as a member of a design squad and may guide the work of engineering personnel including Transportation Engineering Technicians and Student Assistants.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
60%	E	The incumbent develops and reviews plans, specifications and estimates for State transportation projects. Determines completeness and accuracy of plans; recommends changes; ensures conformance to policies and requirements set forth for design engineering.
20%	E	The incumbent makes independent decisions on design of project details such as culvert sizing, traffic staging, lane transitions, geometrics and recovery areas. Analyzes engineering problems relating to design of transportation facilities and formulates solutions to problems.
15%	E	The incumbent prepares and reviews the preparation of engineering reports and correspondence relative to the project.
5%	M	The incumbent coordinates, prepares and presents information to local agency officials, and other functional units.

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

None. May act in a lead capacity for a group of Transportation Engineers working on a project or review and oversee the work of Transportation Engineering Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of various phases of transportation engineering, including planning processes and methods, systems planning, and evaluation of alternatives. Must have knowledge of Caltrans facilities and their location, design, construction, operation and maintenance. Requires knowledge of transportation economics and financing; project management concepts; and factors that influence the impact of transportation facilities on the environment, the community, and the economy. The incumbent is required to have knowledge of the 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; and engineering economics. The incumbent must have the ability to do simple mapping and drawing and make neat and accurate computations and engineering notes; prepare reports; and establish and maintain friendly and cooperative relations with those contacted in the course of the work. The incumbent must have the ability to accurately analyze, evaluate and present ideas and information effectively, both orally and in writing; analyze situations and formulate viable solutions to complex operational and administrative problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises independent judgment and decisions in the formulation and review of project designs; evaluates projects for safety and delivery. Responses and decisions in error could result in major citizen concern and law suits against the State or project delays and unnecessary expenditures of public funds.

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PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with other units throughout Caltrans, coordinating work and exchanging engineering data. May have public contact with contractors and vendors concerning the preparation of specifications and plans; monitoring contracts; and with local agencies and utilities to secure required permits and/or services.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods while working in office or attending/conducting meetings. Must be articulate and be willing and able to conduct meetings and address large audiences of varying responsibilities. Must show tact when dealing with highly sensitive and emotionally charged issues, and deal effectively with pressures of deadlines and maintain focus.

WORK ENVIRONMENT

Primary assignment is in an environmentally controlled office with artificial lighting. Will work extensively with a personal computer, using a keyboard, mouse and monitor. Field reviews of project locations will be required on a regular basis. The incumbent must be aware of and comply with all departmental safety requirements at all times.

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