

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	District 8/Planning/Pre-Programming & Eng. Studies	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineer (Civil)	908-804-3135-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 will serve as a project engineer and will independently plan, organize, and perform a variety of complex technical and analytical engineering activities in a timely manner.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Prepare Preliminary Initiation Documents (PIDs) for proposed, operational improvement, and safety enhancement transportation projects that will be adopted in the State Transportation Improvement Program (STIP) or the State Highway Operational and Protection Program (SHOPP). 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. Perform calculations and documentation supporting the plans, concepts, and cost estimates. Produce professional documents which includes writing and producing clear, concise, and well-written reports and correspondence using Microsoft Word processing software. Coordinate and request work from functional units to deliver the PIDs; monitor delivery of requested products in a timely manner.
25%	E	Coordinate PID delivery including oversight projects with District and regional personnel as well as with other Districts, Headquarters units, and other government agencies (federal, state, and local). Ensure PIDs and technical studies' reviews and comments are incorporated in the District 8 Project Database. Make oral presentations principally to management but may also make presentations to the public or outside agencies. Perform and maintain good file management which includes following the Caltrans Uniform Filing System for hard copies and prescribed electronic project directories. Actively and constructively participate and assist in Value Engineering efforts as approved by the supervisor. Act as lead or assist in the development of Memorandums of Understanding (MOU) and agreements (e.g., cooperative, freeway, and/or maintenance agreements). Make recommendations to improve efficiency and effectiveness when feasible.
15%	M	Assist in the delivery of a portion of the Capital Program. Duties include but are not limited to: developing plans, concepts, drawings, and cost estimates using engineering solutions and estimates for projects to be constructed with CADD, preparing spreadsheets, and using sound engineering judgment. Perform calculations and documentation supporting the plans, details, and cost estimates. Write and produce clear, concise, and well-written reports and correspondence using Microsoft Word processing software. Coordinate and request work from functional units to deliver the PIDs; monitor delivery of requested products in a timely manner.
5%	M	Conduct field investigations required for delivery of the District's design projects and PIDs. This may include field surveying in rugged terrain or in close proximity to vehicular traffic and photographing and organizing field investigations that are effective and efficient.
5%	M	Review and comment on project plans, estimates, and reports.

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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 does not supervise other employees. The incumbent receives general direction from the Chief, Office of Pre-Programming and Engineering Studies, Planning Division. The incumbent is expected to work independently with a high degree of initiative and motivation.

The incumbent may be a lead worker; the incumbent will be given the latitude commensurable with his/her experience and education.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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.

Plan, organize, and schedule work to accomplish the District Planning 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.

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.

The incumbent is required to coordinate project and report needs with District and regional personnel and their functional units as well as other districts, Headquarters units and government agencies (federal, state, and local).

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.

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 Pre-Programming and Engineering Studies, Planning Division at various meetings involving local governments and allied agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal; travel; carry out fieldwork that may include climbing embankments, crossing creeks, and working close to vehicular traffic. Must develop and maintain cooperative working relationships, respond appropriately to difficult situations and recognize emotionally charged issues or problems that affect relationships.

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