

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	D-9 / Program Project Management / Project Coordination	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Environmental Engineer / Program Manager	909-100-3135-006	

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 the Chief of Project Coordination the incumbent will provide environmental engineering support concerning water quality, air quality, noise, and hazardous waste. Will represent the District in daily activities with the regulatory agencies and for regulatory issues; prepare water quality, air quality, noise, and hazardous waste assessment reports for Caltrans projects; provide oversight on assessment reports prepared by consultants; and provide guidance on water quality, air quality, noise, and hazardous waste issues. Will ensure projects comply with current environmental laws and regulations including the requirements of the Caltrans Statewide National Pollutant Discharge Elimination System (NPDES) permit. Coordinate and provide necessary regulatory permits for proposed highway and improvement projects and maintenance activities. Develop, design, and produce a wide range of environmental improvement and mitigation projects of varying scope and complexity.

Additionally, under the general direction of the Chief of Project Coordination, the incumbent will provide environmental program management by identifying, tracking and reporting environmental project milestones for District 9 projects.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
20% E	Acts as liaison between District design, construction and maintenance staff, and Regional Water Quality Control Boards (RWQCBs), Fish and Wildlife, Army Corp of Engineers, Air Resources Control Board and Environmental Protection Agency (EPA) to resolve permit compliance issues. Trains District design, construction, and maintenance staff in methods and procedures relating to water quality, air quality, noise, and hazardous waste and permit compliance. Reviews and comments on designs prepared by others to ascertain conformance with current design standards and guidance, such as the Project Planning and Design guide (PPDG), and properly evaluate the erosion control and stormwater treatment controls implemented in designs. Review and sign/ approve Storm Water Data Reports compiled by Design. Checks and performs calculations ascertaining the appropriateness of proposed structures in terms of operation under current design and permit standards. Represents Caltrans during meetings and negotiations with regulatory agencies, local agencies, environmental symposiums, and other Caltrans functional units including the Central Region Stormwater division. Makes public presentations using PowerPoint and other visual aids. Prepares emails, memos, and letters using Microsoft Office and Outlook software to regulatory agencies, design, maintenance, construction, and others, regarding permit and water quality issues.
20% E	Performs water quality, air quality, noise, and hazardous waste assessments and prepares assessment reports for Caltrans projects for inclusion in the environmental documents. Provides oversight for and reviews the adequacy of water quality assessments and technical studies prepared by other Caltrans staff and consultants. Evaluates water quality impacts of proposed projects, including proposed stormwater facilities, for compliance with NPDES permits, regional basin plans, and other regulatory documents. Reviews roadway and drainage plans to obtain information necessary to evaluate proposed stormwater facilities and potential water quality impacts. Reviews Storm Water Pollution Prevention Plan (SWPPP) and Water Pollution Control Plan (WPCP) documents for all projects for adherence to appropriate stormwater (water quality) requirements. Conduct in-field inspections and testing on construction projects for adherence to appropriate stormwater (water quality) requirements and the State Storm Water Management Plan. Uses NPDES permits, regional basin plans, and other regulatory documents and references, to evaluate water quality impacts of proposed projects and to properly represent the District in permit

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negotiations, advise other Caltrans functional groups, and prepare accurate reports and records. Represents NPDES concerns in a multi-disciplinary team setting and effectively communicates project delivery issues to the project delivery team and management. Advises team members and Project Manager of issues that may affect project delivery. Coordinate and provide water quality permits as required for proposed highway improvement projects and maintenance activities. Meet with outside agencies involved with the permit process to negotiate permit requirements and scheduling. Assist and participate in the preparation and review of the Rapid Stream Stability Assessment documentation for projects. Assist and support Construction staff with SMARTS input. Assists and participates in the development of the District Program Stormwater Plan. Prepares emails, memos, letters, and reports using Microsoft Office and Outlook software to RWQCBs, design, maintenance, construction, and others, regarding water quality assessments and related issues.

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| 20% | E | Performs engineering analysis and design of special environmental improvement or mitigation projects such as stormwater Best Management Practice (BMP) treatment facilities, stream restoration, fish passage and erosion control. Serve as designer and/or as engineering support in the development of plans, specifications and estimate (PS&E) to contract ready. Prepare PS&E using AutoCADD Civil 3D, Microstation, and Microsoft Office. Perform Hydrologic and Hydraulic Analysis using HEC-RAS, WSPRO, and HY8 software. |
| 15% | E | Provide environmental program management by identifying, tracking and reporting environmental project milestones for District 9 projects. Coordinate with Project Managers and Environmental Managers in setting schedules for project environmental milestones and closely monitor progress of project task to insure timely delivery of projects. Report to Project Managers the status of environmental progress milestones. Attend project status meetings as necessary to report environmental status. Utilize Microsoft Excel spreadsheet and/or Project Management software in scheduling and tracking project environmental milestones. |
| 5% | E | Conducts field reviews of projects and inspections of sites, such as stormwater drain inlet and outlet locations, water quality treatment facilities, and various erosion control measures, and determines appropriate measures and Best Management Practices to improve runoff quality in order to comply with permits. |
| 5% | E | Coordinate and prepare hazardous waste site investigation contracts for project development, maintenance, construction and right of way. Act as Contract Manager of hazardous waste task orders as related to construction activities and District facility management. Prepare, coordinate and oversee minor contracts for hazardous waste mitigation or cleanup as required by outside agencies. Advise project designers on the existence, location and type of pollution hazard within proposed project limits. Propose mitigation measures so that the project may proceed. Obtain required permits from outside agencies to conduct hazardous waste remediation. |
| 5% | E | As delegated by the Chief, Project Coordination, acts as lead person for responses to notices of violation and other actions by regulatory agencies. Prepares emails, memos, and letters, using Microsoft Office and Outlook software to regulatory agencies, Headquarters, District management, and other functional units concerning notices of violation and other regulatory actions. |
| 5% | E | Oversee the collection of water samples from District small water systems (Boron, Coso Junction, Division Creek and Crestview Rest Areas) in accordance with DOHS regulations. Maintain water quality records for each site according to DOHS regulations. Advise District personnel on drinking water quality problems and recommend solutions. Consult with outside agencies when drinking water quality problems arise. Facilitate payment of annual fees to the State. Coordinate the upgrades of all District fuel facilities to meet current State and Federal fuel storage/dispensing regulations. Facilitate payment of all required County and State fees for the District fuel facilities. |
| 5% | M | Plan, set up, perform and document studies involving air, noise, water, energy and hazardous wastes as required for existing highway facilities on proposed highway improvement projects. Recommend mitigation measures to eliminate or minimize the environmental impacts for existing highway facilities and proposed highway improvement projects. |

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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

Not required to supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of basic environmental engineering and chemistry to evaluate potential Caltrans project impacts on aquatic environments. Knowledge of basic chemical characteristics and parameters of water quality, water treatment systems and current regulations. Knowledge of basic laboratory chemical analysis methods and ability to read, understand and interpret laboratory chemical analysis results. Knowledge of statistical analysis methods to evaluate data. Knowledge of civil engineering, including erosion control, basic fluvial processes, scour, geology, and soil stability. Knowledge of basic hydrology and hydraulics sufficient to allow evaluation of hydraulic treatment controls and fish passage facilities. Also requires working knowledge of Windows software, MS Office, CADD, and general computer use.

Ability to reason logically and be innovative, take initiative, and meet and deal tactfully with co-workers, the public, and representatives from other agencies (local, State, and Federal). Represent Caltrans during meetings and negotiations with regulatory agencies, local agencies, environmental symposiums, and other Caltrans functional units. Ability to make public presentations using PowerPoint or other visual aids.

Ability to evaluate water quality impacts of proposed projects and read and understand the Clean Water Act, California Water Quality Control Act (Porter-Cologne), NPDES permits, regional basin plans, and other regulatory documents. Become familiar with these documents sufficient to properly represent the District in permit negotiations, advise other Caltrans functional groups, and prepare accurate reports and records.

Ability to read and understand roadway and drainage plans and obtain information necessary to evaluate proposed stormwater facilities and potential water quality impacts.

Ability to acquire drainage design and water quality expertise to perform calculations ascertaining the appropriateness of proposed structures in terms of operation under current design and permit standards. Become familiar with Section 800 of the Highway Design Manual sufficient to review and design to current design standards and to properly evaluate the erosion control and stormwater treatment controls implemented in designs.

Ability to acquire expertise to design and develop special environmental improvement or mitigation projects.

This position requires the incumbent to perform site visits and inspections in difficult terrain. This includes inspecting stormwater drain inlet and outlet locations, water quality treatment facilities, and various erosion control measures located off the traveled way. Duties may require outdoor work during inclement weather.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Environmental permits have wide-reaching budgetary and workload implications throughout District functions. Incumbent advises other District units and Project Managers on course of action regarding regulatory requirements. Timely response to regulatory notices is critical in order to avoid severe financial penalties. Errors in judgment could result in non-compliance and project delays. Legal precedence has been set in other districts for lawsuits against violators. Law enforcement action can be taken against individuals for non-compliance.

PUBLIC AND INTERNAL CONTACTS

Must have ability to communicate effectively with representatives from other agencies (local, State, and Federal), and with other functional units within Caltrans on a daily basis. Must be able to make occasional presentations in front of large groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans, and public and private sectors. The employee must work well with others in a cooperative manner, while creating a work environment that encourages thinking and innovation. The employee must be flexible to organize and prioritize workload; to be open to change and new information; to adapt

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behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The employee may be required to sit for long periods using a keyboard and video display terminal. They may also be required to move large or cumbersome plans.

WORK ENVIRONMENT

The employee will work in the District Office in Bishop and will be required to travel for meetings and training. The employee will work in both a climate-controlled office under artificial lighting, and outdoors where he/she 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 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)

TRUMAN P. DENIO, Chief, Project Coordination

SUPERVISOR (Signature)

DATE