

**DISTRICT 10  
PLANNING DIVISION  
TRANSPORTATION ENGINEER (CIVIL)  
LOCAL ASSISTANCE BRANCH  
DUTIES STATEMENT**

<b>CLASSIFICATION TITLE</b> Transportation Engineer (Civil)	<b>DISTRICT/DIVISION/OFFICE</b> District 10 – Local Assistance	
<b>WORKING TITLE</b> Local Assistance Project Manager	<b>POSITION NUMBER</b> 910-152-3135-001	<b>EFFECTIVE DATE</b>

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under the general supervision of the District Local Assistance Engineer, (a Senior Transportation Engineer) the incumbent will assist in the administration of State and Federal transportation funding programs available to local governmental agencies within the District. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage

Essential (E) / Marginal (M)

- 50% (E) Perform professional engineering work involving the review, preparation, acceptance and processing of a variety of documents including requests for authority to proceed, field review forms, PS&E (Plans Specifications & Estimates) certification and checklist, contract documents, award submittals, final expenditure reports and program agreements received from local governmental agencies. Entails precise engineering preparation of the aforementioned documents by referencing and applying procedures from the Local Assistance program manuals, policies, and by reviewing discrepancies with the registered engineer to ensure document accuracy and to meet time-sensitive target dates.
- 20% (E) Input project data into electronic databases. Prepare and maintain various files, records and electronic logs by using computer-based processes to compile engineering data.

- 10% (E) Provide, or coordinate with other functional units, the enhanced services, as defined in Division of Local Assistance procedures, to assist the local governmental agencies in the delivery of transportation projects, and when preparing and presenting information to the public about all types of transportation engineering matters.
- 5% (E) Assist in or perform field reviews, final inspections, and maintenance inspections, in accordance with the Local Assistance Procedures Manual.
- 5% (E) Assist in the review and approval of Disadvantaged Business Enterprise (DBE) programs and annual goals. Maintain electronic and physical DBE files and records. Provide coordination for Federal/State Match Exchange program between local governmental agencies, staff and Headquarters.
- 5% (E) Coordinate with Environmental and Right of Way Offices, the review of environmental documents and right of way certifications received from local governmental agencies.
- 5% (M) Assist in classroom training of local governmental agencies in Local Assistance programs and procedures.

### **SUPERVISION EXERCISED OVER OTHERS**

This position has no supervisory responsibilities.

### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

The incumbent must have education or experience equivalent to graduation from college with major work in Civil Engineering. The incumbent must have knowledge of transportation facilities, design principles, computer applications to transportation engineering, processes of project development and basic accounting practices. The incumbent should have good oral and written communications skills. The incumbent must be able to understand the Local Assistance Program Guidelines and Procedures Manuals, and apply information from the Manuals to processing of State and Federal transportation funding documents and processes. The incumbent must be able to recognize and process time-sensitive documents in an expeditious manner. Incumbent must possess skill in performing increasingly responsible and varied assignments under decreasing degrees of supervision.

### **RESPONSIBILITY FOR DECISIONS - CONSEQUENCE OF ERROR**

The position requires a working knowledge of the procedures relative to processing State and Federal documents for the funding of local governmental agency transportation projects. The use of poor judgement, making errors or giving of inaccurate information regarding these procedures could be damaging to the local governmental agencies and could cause time delays, costly corrections and even the loss of funds. Such errors would result in embarrassment to the department.

### **PUBLIC AND INTERNAL CONTACTS**

The incumbent will work with technical/professional level staff members of local governmental agencies. The incumbent will be required to coordinate with other sections in the District and Headquarters. The employee will occasionally be involved with technical/professional level staff members of other outside agencies and consultants. Employee occasionally needs to communicate project information to private individuals.

### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Employee may be required to sit long periods of time using a keyboard and video terminal, which may include viewing small fonts for extended periods. Employee must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze raw data, reason logically, recognize problems and develop solutions. Must be able to behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to the local governmental agencies and internal customers. .

The incumbent will also be required to prioritize work assignments while under pressure. Consequently, mental and emotional abilities need to be healthy. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses

### **WORK ENVIRONMENT**

Employee will primarily work in a climate-controlled office under artificial lighting. Employee will also be required to travel alone or with a co-worker to occasionally meet with the staff of local governmental agencies in their facilities and also to conduct field reviews and inspections outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

**Certification**

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Print Name

I have discussed with and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
SUPERVISOR Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Print Name