

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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| CLASSIFICATION TITLE Transportation Engineer - Civil (Range D) | OFFICE/BRANCH/SECTION D10/Maintenance and Operations/Maintenance Design | |
| WORKING TITLE Transportation Engineer (Designer) | POSITION NUMBER 910-600-3135-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 Design Branch Chief (a Senior Transportation Engineer), the incumbent is responsible for preparing plans, specifications, and estimates (PS&E) for a variety of Highway Maintenance (HM) and Capital Minor B projects. Other duties may include the preparation of Project Initiation Documents (PIDs) for various State Highway Operation and Protection Program (SHOPP) rehabilitation projects. Individual may also be loaned to construction as an inspector on HM projects. This position requires working independently and as a team member to complete assignments.

TYPICAL DUTIES:

| Percentage | | Job Description |
|------------|---|---|
| 50% | E | Prepare plans, specifications and estimates (PS&E) for Major Maintenance and Capital projects. Develop title sheets, typical sections, layouts, profiles, drainage details, construction details, utilities, traffic striping, stage construction, detours, and summary of quantities. Prepare construction contract standards that include the Standard Specifications, Standard Plans, Standard Special Provisions (SSPs). Utilize Contract Cost data, Standard Item Codes, and Basic Engineering Estimating System (BEES) to prepare Engineer's Estimate. Prepare technical documentation such as memorandums, transmittal letters, and design exceptions. |
| 30% | E | Coordinates with functional units that provide support needed to achieve project delivery. Makes requests to Environmental and Right of Way Units that provide the Environmental Documents and Right of Way Certifications. Requests Traffic Management Plan (TMP) and Lane Closure Charts from Traffic Management Unit. Requests drainage recommendations from Hydraulics Unit. Requests engineering and technical support from other units as needed. |
| 5% | E | Prepares project initiation documents (PIDs) for programming into the State Highway Operation and Protection Program (SHOPP). Develop alternatives, purpose and need, estimates, and make recommendations for various rehabilitation transportation projects by using engineering knowledge and skills, and applying the appropriate design standard, guidelines and manuals. |
| 10% | M | Research as-builts, project history files, encroachments permits, and conduct field reviews to obtain information needed to complete assignments. |
| 5% | M | Facilitates project development team (PDT) meetings and provides recommendations to solve issues. Captures meeting minutes, documents engineering decisions and maintains project files. |

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 serve as lead worker on assignments involving more than one person.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Registered Professional Engineer in Civil Engineering required.

Knowledge of:

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- Engineering Principles
- Mathematics and Geometry
- Design Principles
- Computer software including, e-mail, Word, Excel, Powerpoint, File Maker Pro, Microstation.
- Project Development Procedures Manual
- Highway Design Manual

Ability to:

- Make engineering calculations.
- Maintain a tracking database of active projects.
- Express ideas, situations, and decisions clearly, both verbally and in writing.
- Prepare plans, specifications and estimates (PS&E).
- Prepare PIDs.
- Organize documents, ideas and data when compiling information for management or functional staff.
- Be open-minded to all possible solutions to problems.
- Handle multiple priorities with minimal direction and prioritize work load such that milestones and deadlines are met.
- Document information as it relates to meeting minutes, phone conversations, e-mail. Must communicate professionally with internal/external partners.
- The incumbent will be required to participate at project PDT meetings.

Analytical Requirements:

- Analyze situations to identify potential conflicts/risks and take effective actions.
- Analyze issues and can reach an independent decision to a solution.
- Analyze schedules and provide action plan for meeting deadlines.
- Analyze bids for award recommendations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible to conform with Caltrans standards, policies and procedures in completing assignments. Errors could result in waste of employee's time, delay of projects, contract change orders, increase construction costs, and tort liability for the Department.

The incumbent is responsible for working independently and exercising initiative in carrying out assigned duties.

The incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

The incumbent has responsible charge for PS&Es and required to sign and seal engineering plans and documents.

PUBLIC AND INTERNAL CONTACTS

This position requires to maintain an effective, cooperative, and professional relationship with Project Managers, District Management, District and Central Region staff, Headquarters Divisions, local agencies and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Must be able to develop and maintain cooperative working relationships with internal/external personnel.

The incumbent will be required to drive a company vehicle on field reviews through mountainous areas for long periods of time.

Employee may be expected to move field equipment weighing up to 50 pounds, occasional bending, stooping, kneeling, walking and digging while performing field work.

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Conduct oneself in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The incumbent will work at workstations within shared cubicles primarily in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate.

The incumbent may be required to travel in one-day trips as well as overnight trips and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather) and various terrain.

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
