

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer - Range D	OFFICE/BRANCH/SECTION D43/Environmental Analysis/Stormwater	
WORKING TITLE	POSITION NUMBER 913-140-3135-XXX	EFFECTIVE DATE 10/22/2015

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, Office of Stormwater Program Implementation, the incumbent will lead or assist in tasks for developing stormwater quality policies and guidance. This position is responsible for identifying issues and developing recommendations related to stormwater quality and State and Federal "Clean Water Act" related permitting in California and other issues related to project delivery.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Assist in the development of policies and guidance for Caltrans functional areas (Environmental, Design, Construction, Maintenance and Operations) to address the Department's stormwater requirements, including the NPDES municipal permit and the Construction General Permit. Assist in development of a revised Stormwater Management Plan as required by the NPDES permit. Assist Districts with implementation of the requirements in their unique regional areas. Analyze emerging regional regulatory changes (e.g. TMDLs, etc.). Assist Districts with project compliance addressing the changing regulations and our existing regulatory requirements.
30%	E	Assist in the development of policy for water quality partnerships in conjunction with implementation of the Department's SWMP. Assists in the coordination of the development and execution of various types of agreements between agencies for monitoring of water quality or planning, design, construction, operation, maintenance or management of shared water quality treatment facilities, including pollutant-trading agreements.
20%	E	Participate in the procurement and management of A&E services through related contracts and task orders. Typical duties include writing scope of work, providing consultant direction and oversight, tracking and reporting progress, and evaluating consultant performance. Including being a Task Order Manager on A&E contracts Respond to inquiries from the public and other agencies regarding the Department's stormwater program. Participate in stormwater studies and task forces.
15%	M	Monitor and evaluate Federal and State "Clean Water Act" legislation, regulations, guidelines, permits, basin plans, procedures, and other similar documents and activities. Assist in the initiation of the Department's position and response to "Clean Water Act" issues and concerns. Review and prepare comments on legislative proposals. Prepare stormwater quality monitoring or research programs or consultant oversight for the development of monitoring or research programs.

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 directly supervise others, however, the incumbent may act as the lead with District personnel at various levels for special studies and assignments. May provide direction and/or guidance to subordinate staff, consultants, and research/student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: An in-depth knowledge of Caltrans organization, department policies, financial constraints and procedures is required. Must have or able to quickly develop a working knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to planning, programming, design, construction, operation and

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maintenance of transportation facilities, environmental analysis requirements, water quality regulations, and/or research and monitoring methods. Technical knowledge related to public contract law, contract procurement and water quality is required. Must have a thorough understanding of the Stormwater program and contract procedures to ensure stormwater contracts and the implementation of them are consistent with the NPDES Permit and the SWMP and related Department obligations. The incumbent must have an understanding of stormwater issues as they apply to design, construction and maintenance activities within the department to ensure appropriate inclusion in the development of contracts and task orders needed to meet the Department's stormwater obligations.

Abilities: The incumbent must be able to reason logically and creatively and to exercise good judgment on matters relating to the planning and environmental analysis of transportation facilities, and the development and updating of the Department's stormwater quality procedures. Must have the ability to effectively communicate and coordinate both orally and in written form with management and employees in Headquarters, Districts and personnel outside the organization. The incumbent must be able to take action independently and possess good administrative leadership abilities and technical report writing capabilities.

Must be able to analyze situations accurately and develop cost-effective strategies for resolving problems. Must demonstrate the ability to undertake and complete difficult and sensitive engineering studies and negotiations related to the stormwater management program. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships with state and federal regulatory agencies. Must effectively contribute to the Departments Equal Employment Opportunity objectives. Must have the ability to effectively use personal computers and the Internet to conduct research; write memos, letters, procedures, guidance, and develop graphs, charts, or other illustrative materials.

The incumbent must have responsible experience in project management, environmental analysis, transportation engineering, research, project development and delivery, contract procurement, and task order development and management.

Analytical: Must reason logically and creatively using a variety of analytical techniques to obtain solutions, recognize erroneous data and review projects for overall soundness. The work and responsibilities of this position require a high degree of understanding of the planning and design process. The incumbent must have the ability to assimilate technical and procedural input from various sources, including the Districts, to evaluate that input, develop alternative courses of action and to make object recommendations on all the critical issues affecting the planning and delivery of projects, and maintenance of transportation systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Transportation Engineer is responsible for independent action and initiative in carrying out the duties related to analysis, the project development process, and maintenance practices. Based on engineering experience and expertise, the incumbent must be able to provide accurate and thorough recommendations on various environmental and project development documents.

Failure to carry out these responsibilities could result in:

- Inconsistent statewide decisions in the development and operation and transportation facilities
- Additional effort to provide measures to avoid or minimize environmental impacts
- Extensive project delays or program failure
- Unacceptable recommendations forwarded to the California Transportation Commission
- Litigation that could delay and/or add substantial cost to essential projects or programs
- Loss of public confidence in Caltrans as a responsible public agency and first rate engineering organization

PUBLIC AND INTERNAL CONTACTS

The Transportation Engineer must establish and maintain working relationships on a daily basis with Caltrans management and with District planning and engineering staff; and with other disciplines in the Environmental Analysis Division; as well as with staff working in other Headquarters' Divisions or Programs. The incumbent must also establish and maintain a good working relationship with staff of other state and federal agencies, as well as the public.

Arranges for, attends, participates in meetings to resolve stormwater issues, revise policy, regulations, and procedures, with local, regional, state, and federal agencies, and consultants in regard to stormwater issues.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to grasp the essence of new information and master new technology and improvements in stormwater treatment or water quality monitoring.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must formulate effective strategies consistent with the business and completion related to emerging stormwater treatment technology and develops new insights into situations and applies innovative solutions to improvements.

Must be capable of translating between engineering, transportation, planning and environmental terminology and common language. Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams.

The incumbent must be open to change and new information, adapts behavior and work methods in response to new informations, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and individual differences in the workforce.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/ mouse and video display monitor, to read, review or prepare documents. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

The incumbent must willing to travel throughout the state to other District offices and project sites. While traveling, the incumbent must be capable of lifting and carrying their own luggage, computer equipment, or other materials weighing over 10 pounds.

WORK ENVIRONMENT

The work environment is fast paced, busy and requires considerable flexibility in managing time, priorities and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to District offices or other meeting facilities. While at their base of operation, employees will work in climate controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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)

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SUPERVISOR (Signature)

DATE
