

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer, Civil	OFFICE/BRANCH/SECTION Headquarters/Traffic Operations/Permits	
WORKING TITLE Transportation Permit Engineer	POSITION NUMBER 913-350-3135-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 Statewide Transportation Permit Branch Chief (a Senior Transportation Engineer), the incumbent works to maximize safe, efficient, uniform and consistent permitting of oversize/ overweight (extralegal) transport on California State highways. This work includes developing specifications and procedures, conducting engineering review and oversight of transport equipment with various weight distribution systems. Incumbent will review extralegal length, width, height and weight to ensure the conformity with the State laws, regulations, and procedures, created to maximize transportation safety and efficiency as well as minimize property damage, traffic congestion and pollution.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	Serve as lead worker to Equipment Engineer, Route Clearing Database (RCD) Administrators, permit writers, or student assistants. Provide support to Transportation Permits Issuance Branch on content and viability of route information or permit policies questions. Answer routine inquiries regarding permit procedures, policies, and extralegal vehicle requirements. Answer phone calls and/or emails from customers on issues regarding extralegal transportation permit program. Review and coordinate transportation permit policies and guidelines to ensure that uniform policies are in effect and uniformly applied and maintained statewide. Assist in the development and implementation of the statewide transportation permit issuance computer program. Review, update, and maintain the information on the Department's website regarding the transportation permits function.
20%	E	Review updates of the electronic information systems; primarily the RCD. Perform reasonable review of data validity and verification of source data before publication to the information system. Source data includes vertical and horizontal clearance diagrams, lane configuration and closure status, route classification and alternate route information. Generate management reports and perform basic analysis from the RCD using database software. Identify, recommend and implement optimization methods applicable to efficient and effective use of the RCD by others. Develop new policies and procedures to incorporate into the Transportation Permits Manual (TPM) for administering the program. Update, revise, and maintain the TPM to reflect current permitting policies. Develop and document permit policy and standard operating procedures for Single-Trip Permits, Annual/Repetitive Permits, Variance Permits, Vehicle Inspections, and construction liaison activities. Coordinate transportation permit matters to ensure that a uniform policy is in effect and maintained statewide.
20%	E	Prepare presentations for training or informational use by others. Provide training to cities, counties and California Highway Patrol (CHP) to demonstrate Caltrans process and policies for transportation permit issuance processes. Provide training to other permit writers when necessary. Provide input and assistance to geographical information systems and products (i.e., electronic and hard copy maps). Maintain and update information relating to Pilot Car maps, Extralegal Load Network (ELLN) maps, curfew maps. Ensure that information relating to relinquishments, exit signs, route classification changes are shared with various stakeholders.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

20%	E	Provide contract management and administration for contracts related to the permits function. Lead in charge of testing and roll out of the Route Clearing and Transportation Permit System (RCATS) Database. Coordinate by testing, documenting feedback and recommendations, with the Transportation Permit Office and vehicle inspectors in the development and implementation of a new automated transportation permits computer system. Participate in internal and external teams or committees such as Caltrans Transportation Permit Advisory Council (CTPAC). Attend all CTPAC meetings and participate in work group discussions. Coordinate CTPAC meetings by sending announcements, reserving facilities, arranging agendas, recording and publishing minutes. Review and provide comments on new extralegal transportation permit policy proposals.
10%	M	Review and prepare comments, including technical engineering analysis, on proposed legislation affecting oversize and overweight trucking operations on the State highway system.

<sup>1</sup>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

None. This position does not supervise. However, the incumbent must be able to advise, instruct, and mentor trainee(s) and is the lead for the Equipment Engineer and RCD Administrators.

---

## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans organization, departmental policies, organizational relationships and engineering functions as they relate to oversize and overweight permit loads is required. A working knowledge of the California Vehicle Code references to oversize and overweight permit statutes and the Transportation Permits Manual policies and procedures is essential to successful performance. The transportation engineer shall be knowledgeable of the legislative process along with knowledge of controlling agencies regulating traffic movement and highway design.

Must have ability to interpret and apply policies, procedures, engineering, environmental and safety requirements regarding transportation permits. Must be able to make engineering analysis of complex, transportation permit requests referred from Permit Writers and Engineers. Good understanding of the engineering analysis of strength of materials, stress and strain, deflection, static and dynamic stress loading of pavement and bridges is important. Computer software expertise is essential to advancement of the permits program.

Knowledge of engineering fundamentals and mathematics; uses, capacities, performance and operational characteristics of various weight distribution systems, their components and subassemblies, of various types and models of heavy construction, maintenance and (especially) transport vehicles. Knowledge of heavy hauling equipment, heavy construction equipment, and various extralegal equipment such as jeeps, dollies, trailers, mobile cranes, tow trucks, concrete pumps, drill rigs, etc. Knowledge of the non-divisibility of loads, characteristics of components such as various types of suspension systems, tires, mechanical distribution systems (MDU), hauling configurations and weights of commonly moved construction machinery, and operational capabilities of trucks, trailers and semi-trailers.

Ability to prepare plans and specifications for various weight distribution systems, their components and subassemblies, used in heavy construction, maintenance and transport vehicles; perform vehicle design; make correct computations; accurately interpret drawings and specifications. Ability to communicate clearly and succinctly, verbally or in writing; use standard office machines such as personal computers, multi-line phones, copiers, scanners, fax machines and calculators; use basic word processing, spreadsheet and database software; computer-aided drafting; prioritize tasks appropriately, manage time wisely and work intelligently and diligently so work is processed accurately and efficiently.

Ability to read and write, and clearly communicate ideas, concepts, solutions, etc., via e-mail, fax, memorandums, and letters; Ability to interpret manuals and policies, and accurately apply the information to a variety of situations; Ability to review heavy equipment from sketches, drawings and schematics to effectively communicate technical problems; Ability to perform basic mathematical calculations to determine allowable weights of vehicles, including determination of close coupled axles and double wide hauling equipment; Ability to make neat and accurate computations and notes and to prepare reports; Ability to establish and maintain friendly and cooperative relations with those contacted in the course of the work; Ability to demonstrate patience and diplomacy in communicating the requirements of permit policy to customers and others.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

The incumbent must possess the following General Competencies:

Analytical Thinking: Approach a problem by using a logical, systematic, sequential approach.

Communication: Listen to others and communicate in an effective manner.

Customer Focus: Identify and respond to current and future client needs, and provide excellent service to internal and external clients.

Ethics and Personal Credibility: Uphold ethics and personal integrity, and demonstrate trustworthiness, reliability and responsibility.

Relationship Building: Maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support.

Teamwork: Work effectively and cooperatively with other team members to achieve common goals, and complete assignments in a group setting.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Transportation Permit Engineer serves as a resource person on transportation permit issues and is expected to give clear and correct guidance to customers. Inaccurate calculations, incorrect information, poor decisions and errors in judgment could result in costly re-work, loss of equipment, damage to State highway facilities, increased costs to haulers and/or their clients, and could create a safety hazard causing injury to the customer and the general public as well as expose liability to the State.

The incumbent is responsible for applying extralegal policies provisions to ensure consistency and uniformity in the operation of extralegal vehicles. Incumbent is responsible for his/her actions, decisions, quality of completed work and proper use of state time, equipment and materials. Inappropriate comments, incomplete or incorrect information could result in significant economic losses to business and could negatively impact commerce.

---

### PUBLIC AND INTERNAL CONTACTS

This position requires constant and extensive contact with the public. These contacts will be verbal or written, as needed, to perform assignments. Incumbent must be able to exercise tact and good judgment at all times when dealing with customers. The incumbent establishes, promotes and maintains a good working relationship with customers, other Caltrans personnel, various law enforcement agencies, city and county permits personnel, etc. Demonstration of good interpersonal skills and professional working relationships is critical to the successful performance of the job.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal.
- Lift and move equipment parts and boxes weighing up to 50 pounds on occasion, if required.
- Maintain long periods of concentration when doing analysis and data checking, and respond to difficult situations when dealing with persons with diverse backgrounds, needs and situations.

Mental Requirements:

- Simultaneously work on multiple work assignments and meet deadlines.
- Evaluate and understand technical calculations, data and other material that may require long periods of mental concentration.
- Adaptable to change, new information, and new situations.
- Manage multiple priorities, analyze situations and take effective action.

Emotional requirements:

- Ability to resolve emotionally charged issues reasonably and diplomatically.
- Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.
- Must have good social skills and maintain a good relationship with all individuals that require extralegal transport support.
- Values cultural diversity and other individual differences in the workforce.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

## WORK ENVIRONMENT

Primarily works seated, in a climate-controlled office under artificial lighting using a computer keyboard and monitor. Occasionally the incumbent will fly or drive to another part of the State for various job related reasons (meetings, make a presentation, investigate an issue, etc.). Occasionally, the incumbent will walk or stand outdoors on or near a transportation-related facility (highway, equipment yard, vehicle manufacture site, etc.) to observe, inspect, and investigate equipment.

---

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

---