

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	North Region Environmental Engineering (North)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District 3 NPDES	928-801-3135-xxx	

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 a Senior Transportation Engineer the incumbent will represent the District in daily activities with the North Coast and Central Valley Regional Water Quality Boards for regulatory issues, prepare water quality assessment reports for Caltrans projects, and provide oversight on water quality assessment reports prepared by consultants and provide guidance on water quality issues. Will ensure projects comply with the requirements of the Caltrans Statewide National Pollutant Discharge Elimination System (NPDES) permit.

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) to resolve permit compliance issues. Trains District design, construction and maintenance staff in methods and procedures relating to water quality and permit compliance. Reviews and comments on designs performed 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 storm water treatment controls implemented in designs. 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. Makes public presentations using PowerPoint and other visual aids. Prepares emails, memos, and letters using Microsoft Office and Lotus Notes software to RWQCBs, design, maintenance, construction, and others, regarding permit and water quality issues.
20% E	Performs water quality assessments and prepares water quality 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 storm water 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 storm water facilities and potential water quality impacts. 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 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. Prepares emails, memos, letters, and reports using Microsoft Office and Lotus Notes software to RWQCBs, design, maintenance, construction, and others, regarding water quality assessments and related issues.
20% E	Negotiates issues relating to the Statewide NPDES permit and general construction permits with RWQCBs, interprets these permits for application to projects and implement the conditions of the permits. Under the terms of the general construction permits, files Notices of Construction for all applicable projects. Develops, negotiates and implements industrial and facility permits with these agencies, where required. Advises other District units and Chief, Environmental Engineering (North), on course of action regarding regulatory requirements. Uses NPDES permits, regional basin plans, and other regulatory documents to evaluate water quality impacts of proposed

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		projects and to properly represent the District in permit negotiations, advise other Caltrans functional groups, and prepare accurate reports and records for District management, Headquarters and RWQCBs.
10%	E	Prepares task orders as needed for research and development services to be performed by consultants. Prepares emails, memos, and letters, using Microsoft Office and Lotus Notes software to Headquarters, consultants and other functional units concerning oversight of task orders such as review comments on deliverables and monitoring of progress.
10%	E	Prepares, and assists in the preparation and submittal, of various annual reports including District Workplans, reports on the Public Education Program, and reports on the Municipal Coordination Program, and other permit mandated reports. Coordinates with other functional units to obtain data and information for inclusion in these reports. Uses knowledge of NPDES permits, regional basin plans, and other regulatory documents, and knowledge of environmental engineering and chemistry to prepare accurate reports and records. Prepares reports using Microsoft Office software.
5%	E	Conducts field reviews of projects and inspections of sites, such as storm water 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	As delegated by the Chief, Environmental Engineering (North), 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 Lotus Notes software to regulatory agencies, Headquarters, District management, and other functional units concerning notices of violation and other regulatory actions.
5%	E	Obtains project-specific permits from RWQCBs, including floodplain encroachment and 401 certification or waiver, for construction and utility projects. Represents the District in negotiations for these permits, and advises other Caltrans functional groups regarding permit requirements. Prepares emails, memos, and letters, using Microsoft Office and Lotus Notes software to Lahontan, Headquarters, District management, and other functional units concerning project specific permits.
5%	M	Develops municipal coordination plans with applicable municipalities regarding storm water management in their jurisdictions.

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

Not required to supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Knowledge of environmental engineering and chemistry to evaluate potential Caltrans project impacts on aquatic environments. Knowledge of chemical characteristics and parameters of water quality, water treatment systems and current regulations. Knowledge of 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 landscape architecture, specifically erosion control and revegetation. Knowledge of basic hydrology and hydraulics sufficient to allow evaluation of hydraulic treatment controls. Also requires working knowledge of windows software, MS Office and general computer use.

The incumbent must have knowledge of the Caltrans' organization and be familiar with Caltrans' specifications.

Ability to: Must be able 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.

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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 storm water facilities and potential water quality impacts.

Ability to acquire drainage design and water quality expertise to check and 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 comment on designs performed by others to ascertain conformance with current design standards and to properly evaluate the erosion control and storm water treatment controls implemented in designs.

This position requires the incumbent to perform site visits and inspections in difficult terrain. This includes inspecting storm water 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

NPDES permits have wide-reaching budgetary and workload implications throughout District functions. Incumbent advises other District units and Chief, Environmental Engineering (North), 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 audiences.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans employee, 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 for the Branch; to be open to change and new information; to adapt 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 Redding 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.

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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
