

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Materials & Infrastructure/Roadway & Multidisciplinary/Pave	
WORKING TITLE	POSITION NUMBER XXXXXXX	EFFECTIVE DATE 7/1/2015

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 Senior Engineer of the RMI (Roadway Multidisciplinary Integration) Branch, serves as a research engineer in the RMI, develops and recommends research budget levels and recommends projects to be included in the Department's Annual State Planning and Research, and Work Plan for roadway or pavement related (construction, maintenance and design) research. This includes contract research coordination, working with departmental and University staff to assure completion of roadway and or pavement research studies, project monitoring, and dissemination of final research results.

Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Conducts and directs special studies relating to pavement performance. The work includes: conducting and directing research on materials and the factors affecting pavement performance; evaluating relevant technology from the Strategic Highway Research Program (SHRP) and other sources for use in California; reviewing the technical reports from the Partnered Pavement Research Center (PPRC) contract; and conducting specific field investigations that can be used to form guidelines for better construction procedures.
15%	E	Represents California's interests by serving on technical panels for a variety of FHWA pooled-fund studies and projects.
15%	E	Represents the Office of Material Infrastructure Research on internal Caltrans committees and task groups related to miscellaneous transportation issues such as; early age cracking in concrete pavement, new pavement design methods, approving new pavement-related products for use by the State, and adopting new specifications for the use of modified binders.
10%	E	Acts as liaison with the universities, FHWA, private industry and other Caltrans programs concerning research issues related to Pavement performance specifications and PPRC studies and investigations. Attends educational seminars and workshops that pertain to research on pavements.
10%	M	Acts as an independent engineer - knowledgeable of California's pavement-related problems, conditions, and constraints - on National Cooperative Highway Research Program (NCHRP) project panels.

<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**

May act as lead-person on some investigations. May supervise, oversee the training, and review the work of engineering technicians and student assistants.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Must be a Licensed Professional Engineer.
- Must have advanced education in pavements and civil engineering with additional academic coursework at the university level (or equivalent training and experience) in mathematics, statistical analysis, and/or transportation engineering.
- The ability to gather, compile, analyze, and interpret research data is essential.
- The incumbent must be able to prepare concise technical reports and express ideas effectively, orally and in writing.
- Must have knowledge of methods and equipment as well as the experience and knowledge to conduct, administer, and manage research.
- Must be familiar with Federal and State regulations and with the Department's mission, goals, programs, and policies that apply to the performance and feasibility of departmental research.
- Must have the capability to maintain cooperative relationships with individuals, academia, and district personnel.
- Must have basic computer skills and the ability to learn to use data analyzing software.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for timely completion of pavement research studies, the development of draft pavement specifications, and for acting as a department specialist to answer questions and make reports concerning pavement research. Wrong decisions may delay the completion of pavement research studies which can mean the loss of resources, funding support, federal reimbursement, legislative support, and the opportunity to solve critical pavement problems concerning the entire department's construction, maintenance, and rehabilitation programs.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with a number of Program and Departmental managers, staff, academic personnel, consultants, other public agency and industry representatives.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal.

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## WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial lighting. Incumbent may also be required to travel and work outdoors and 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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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