

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

<u>CLASSIFICATION TITLE</u> TRANSPORTATION ENGINEER CALTRANS/CIVIL	<u>DISTRICT/DIVISION/OFFICE</u> 02-397/MAINTENANCE & OPERATIONS OFFICE OF PERMITS	
<u>WORKING TITLE</u> ASSISTANT PERMIT ENGINEER	<u>POSITION NUMBER</u>	<u>EFFECTIVE DATE</u>

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general supervision of the Chief, Office of Encroachment Permits, incumbent is responsible for the receiving, reviewing, approving and issuance of encroachment permits as well as permit inspection for the District. Duties included but may not be limited to:

TYPICAL DUTIES:

- 20% E Reviews engineering plans, specifications, work schedules, environmental and storm water documentation, hydraulics/drainage reports, material usage and other provided information including encroachment permit applications to ensure compliance with Caltrans Standards, ADA laws, current storm water and drainage regulations, and to determine immediate and long-term effects of proposed encroachments to the State Highway System. Prepares written permits, incorporating comments of internal functional areas and individuals that comply with requirements of the Permits Manual, as well as other appropriate policies, codes, and manuals.

- 20% E Meets on-site with permittee and/or their contractor to perform inspection of construction at the location of proposed encroachment, including traffic control set up; inspects during work and after completion to ensure sound engineering practices are employed as well as compliance with permit provisions.

- 15% E Maintains vigilance and takes action on unauthorized encroachments within State right of way by making direct contact with offender, working with Maintenance on removal or initiating the red-tag process.

- 10% E Meets and confers with permit applicants, internal departments, public utility corporations, local municipalities, and business interests relative to work proposed and/or authorized in the State right of way, particularly those involving individual interests that conflict with sound engineering practices and State and District policies.
- 10% E Monitor permittee's construction activities for compliance with storm water pollution control Best Management Practices for soil stabilization, sediment control, tracking control, wind erosion control, non-storm water management, and material and waste management. Deficiencies found with storm water pollution control shall be documented and reported.
- 10% E Monitors all permits for conformance with all applicable ADA regulations and standards and provides in-house expertise for ADA issues.
- 5% E Maintains permit records and databases to ensure proper procedures regarding encroachment permit issuance, monitoring and reporting, inspection, and permit closures are in conformance with State policies.
- 5% M Prepares written Permit Engineering Evaluation Reports (PEER) and design exceptions for certain types of encroachment permits.
- 5% M Prepares letters of rejection on disapproved applications and letters requesting additional information or modifications to plans and/or other application documents before a permit can be issued

SUPERVISION EXERCISED OVER OTHERS:

May act in a leadworker role upon supervisor absence.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

A valid driver's license is required as travel throughout the District is required.

Education and experience in highway design, traffic operations, land development law, Americans with Disabilities Act, and hydraulics desired, as well as knowledge of construction methods and equipment, materials, rules, regulations, policies, restrictions, specifications and procedures for encroachment permits.

This position requires knowledge of storm water practices including familiarity with the Caltrans Permit, the General NPDES Permit, and local ordinances as required to implement State and Federal guidelines for storm water pollution prevention for construction activities.

Incumbent must be able to analyze situations for correct decisions and/or recommendations on very short notice. Must have ability to analyze the information and plans submitted with permit

applications to ensure that the proposed work conforms to State standards and requirements and that sound engineering practices are employed.

Incumbent must be effective at communications with internal and external entities.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Incumbent is responsible for issuance of encroachment permits, which involves reviewing applications, analyzing comments and recommendations made by District departments, and making the decision of approval or denial. Incumbent is also responsible for on-site inspection and review of work to assure compliance with permit provisions. Review includes how the permit will affect the safety and convenience of the travelling public and the preservation of the highway facility.

Failure of any one of these parameters could result in poor public opinion and/or confrontation, difficulty in maintaining good relationships with developers, property owners and local agencies. These conflicts result in the loss of efficiency of office staff and additional cost to the State due to appeals and claims against the State.

The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgement could jeopardize meeting project deadlines and loss of program dollars to the District. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action or possible termination.

PUBLIC AND INTERNAL CONTACTS:

Incumbent will have daily contact with the public and employees; including State, County and City agencies; permittees and their agents; and elected officials to explain permit requirements, inform on storm water pollution prevention matters, obtain additional information and engineering details, and pass on engineering requirements. Incumbent must also assist third parties on activities involving storm water pollution prevention during construction operations.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Job assignments may be subject to changes in work shift, work hours and workdays, and will require fieldwork and travel on short notice. Travel to far reaches of the District will be required.

Incumbent will be required to use personal computers and telephones for long periods. Other physical activities will include working in an office cubicle; accessing files, manuals and other resources at various Caltrans and external offices; and transporting up to 15 pounds from low to high storage areas and to other office locations. The ability to transport large or cumbersome plans and diagrams from one location to another will be necessary. The ability to produce engineering drawings, both with and without the aid of a computer, will be necessary.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others.

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial lighting. Employee will be required to traverse moderately accessible office complexes, parking lots, highways and sidewalks. Employee will be required to travel and work outdoors and will be exposed to dirt, noise, uneven surfaces, extreme cold and extreme heat, and other wooded and wildlife surroundings.

SIGNATURES:

I have read and understand the duties listed above and can perform them with/without reasonable accommodation.

EMPLOYEE

DATE

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

SUPERVISOR

DATE