

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer Technician	OFFICE/BRANCH/SECTION Advance Planning	
WORKING TITLE Advance Planning Engineer Technician	POSITION NUMBER 901-800-3175	EFFECTIVE DATE 01/27/2015

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 direction of Chief, Office of Advance Planning, a Senior Transportation Engineer, the incumbent is responsible for assisting in the development of Project Initiation Documents (PID's) and preliminary studies for multi-million dollar highway projects. Employee is expected to write well, use various office, engineering and related software, especially Microstation and Civil 3D.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Assist in the preparation and updating of Advance Planning products, including: Project Initiation Documents (PID's), Engineered Feasibility Studies, Studies, and Special Assignments. Conduct field reviews and collect data for projects in order to assess how to address transportation issues. Develop technical information for use in Advance Planning products and oral presentations. Develop displays and informational handouts for public meetings.
20%	E	Assist in the develop and analysis of engineering solutions to projects that conform to best practices and by using guidance including, but not limited to, the Highway Design Manual and the Project Development Procedures Manual.
15%	E	Assist in the coordination of project development and engineering studies work with other District/Region Branches, Headquarters, and FHWA engineers for the purpose of fully assessing the cost, issues, and constraints of a particular alternative.
15%	E	Maintain files necessary to effectively manage the Advance Planning Office, including project binders, the Advance Planning library and general staff resource books. Assist in the training of students, rotating Engineers, and entry-level Civil Engineers as they are assigned to the unit so as better education new staff to perform Advance Planning engineering work. May also provide support to other functional units so as to complete projects in a timely manner.

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

The incumbent does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee must have comprehensive knowledge of the various functional units in the District, North Region and Headquarters; knowledge of engineering principles, practices, materials and equipment; computer and analytical skills. Establish and maintain cooperative and effective relationships with a variety of District, North Region, Headquarters and other representatives involved in project delivery.

Knowledge of highway design, traffic engineering, safety considerations, construction, planning, field studies and department policies and procedures and the laws and regulations pertaining to vehicles traveling on State. Ability to work

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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

with others, to coordinate work with other district functions, to analyze situations and assure proper solutions, to do field studies and prepare effective plans, reports and correspondence and effectively communicate verbally and in written form with other professionals inside and outside the department and the general public. Must be able to use computers and program such as Microsoft Office, Microstation. Must have knowledge of the Caltrans Project Development Procedures Manual and Caltrans Highway Design Manual and Civil 3D or similar software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must see that reports conform to current design standards and with Federal, State, and local laws and regulations. Failure to complete projects with accurate cost estimates and on time could result in project delays that would create delays through the project development process and potentially cause increased costs or the loss of project funding. Errors at this point that are not caught or corrected could increase the Departments liability.

Has responsibility to maintain communication with the District Advance Planning Engineer or Assistant District Advance Planning Engineer, in regard to programming, funding, status and completion of projects. Failure to do so could result in programming and delivery delays, resulting in costly, detrimental problems; possible loss of Federal funds; budget overruns; and negative impacts to the goals and objectives of the Department and the State of California.

PUBLIC AND INTERNAL CONTACTS

The duties and responsibilities include frequent contact with District, North Region, Headquarters management and personnel, the public, the news media, and others involved in the delivery of projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to operate a computer for preparation of Project Scoping Reports, Project Scope and Summary Reports and other types of computer generated reports and forms. May be required to move large and/or cumbersome plans and diagrams from one location to another. Must be able to travel for sustained periods of time. When working outdoors, employees may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

Mental: Must be able to sustain mental activity to: produce reports, problem solve, analyze and reason solutions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain friendly and cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. Travel is required, should possess a valid driver's license.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and monitors (keyboard use may approach or exceed 50% of the time). May require employee to work overtime during expected and/or unexpected peak workload periods. Employee will be required to travel in metropolitan and rural areas. May also be asked to travel outside the office and may be exposed to various elements of weather, such as sun, wind, snow, fog and rain.

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)

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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