

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION D2 Traffic Operations	
WORKING TITLE District Division Chief, Traffic	POSITION NUMBER 902-600-3155-	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the District 2 Deputy District Director, Maintenance and Operations, the District Division Chief, Traffic, is responsible for overseeing all activities related to the planning, engineering, management and coordination of Traffic activities within District 2. The incumbent also serves as the District Safety Single Focal Point and is responsible for effectively leading the offices of Traffic Operations, Traffic Safety and Investigations, Traffic Management Center and Permits, comprised of teams of professional, technical and administrative staff. Incumbent is responsible for managing allocated resources, successful delivery of designated programs, ensuring supervisors and staff adhere to policies and procedures related to productivity, training and personnel matters. Incumbent must work cooperatively with internal colleagues (District, North Region, other Districts and Corporate Headquarters) as well as external partners such as legislative officials, local agencies, media and members of the public.

CORE COMPETENCIES:

As a Supervising Trans Engineer, CT, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Equity, Innovation, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

40%	E	Plans, organizes, manages and supervises assigned offices; including implementation of District and Department priorities, resolving conflicts and ensuring that all activities are in alignment with Caltrans' Strategic Plan. Responsible for coordinating all aspects of the District's Safety and Traffic Operations Programs and activities. Makes recommendations for projects to improve the performance and safety of the existing State Highway System. Develop and implement policies and procedures related to the Corporate Headquarters programs of Safety and Traffic Operations. Collaborates with others in managing traffic for construction and maintenance work zones, incidents and special events. Develops and implements policies and coordinates all aspects of the District's Safety and Traffic Operations Programs to improve safety and reduce congestion. Serves as a conduit between Corporate Headquarters and District regarding review and implementation of Departmental policy, procedures and guidance. Supports the Deputy District Director, Maintenance and Operations, the other District 2 Deputy District Directors and North Region managers in administering the overall program of the District. Advises the Deputy District Director, Maintenance and Operations, on the full range of issues related to the District Safety and Traffic Operations Programs. Coordinates efficiently and frequently with District Region Manager, District Division Chief, Maintenance, as well as other District and North Region managers to develop, evaluate and implement solutions to issues in a timely manner that span and/or have impacts to Maintenance and Operations.
25%	E	Serves as the District Safe System Lead (SSL). Responsible for all things safety throughout the life of a project, including planning, project delivery, construction, maintenance and operations. Responsible for development and updates to the District's Road Safety Action Plan (RSAP) and the District's Road Safety Infrastructure Plan (RSIP) to encourage safety considerations in every decision and support the priority safety improvements.
15%	E	Supports the Program Project/Asset Management offices in the development of the District's State Highway Operations and Protection Program (SHOPP) Major and Minor programs by ensuring that subordinate program advisors appropriately manage assets (inventory, condition assessments, recommendations for rehabilitation and efficient use of targets and available resources). Ensure that project nominations for anchor assets and scopes of work for supplementary assets are made in a timely manner in an effort to maximize the use of available targets and resources provided by the State Highway System Management Plan (SHSMP). Maintain constant communications with the Program Project/Asset Management offices to ensure that changes to project scope are properly vetted, documented and agreed upon appropriately.
10%	E	Responsible for management of the Safety and Traffic Operations Program budgets. Manage assigned resources, including positions, personal services dollars and operating expenses across multiple programs and funding sources to ensure that expenditures are within District allocations. Coordinates with District, North Region and Corporate Headquarters in the planning, development and sub-allocations of resources in order to successfully deliver the District's overall program.
5%	E	Develops and trains staff through effective leadership, coaching and mentoring. Delegates work assignments as appropriate, appraises performance of subordinates and determines training needs to fill in gaps in subordinates and staff abilities. Plans, assigns and checks progress of subordinates, provides instruction, maintains discipline and an atmosphere of high moral. Makes decisions and offers guidance and direction on difficult technical and administrative issues.
5%	M	Resolves highly complex and/or sensitive issues, which may be project specific, personnel, inter-agency, or public relations. Represent District in meetings with Federal, State, regional and local agencies and work cooperatively with all partners.

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

Incumbent provides direct first-line supervision over Senior Transportation Engineers and has full responsibility for all aspects related to Safety and Traffic Operations within the District, including subordinates.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must possess knowledge of the Department of Transportation (Caltrans) organization, Strategic Plan, policies and procedures and the various phases of transportation engineering, safety and traffic operations. Additionally, incumbent must possess knowledge of planning processes and methods, systems planning, evaluation of alternatives, facility design, construction and maintenance, transportation economics and financing, asset and project management concepts and other factors which influence maintenance and operations of the State Highway System (SHS). Incumbent must understand a manager's role in

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

equal opportunity employment, employee health, safety and labor relations programs and the processes to meet their objectives. Incumbent must possess knowledge of management and supervision principals, materials, methods and equipment used in planning, design, programming, construction, administration and maintenance activities including the impacts operations have on the environment and to the citizens of California. Incumbent is required to have the ability to create and establish programs and direct work of subordinates in accomplishing goals and objectives of both the District and Department. Incumbent must possess the ability to plan, organize and direct the work of others, analyze situations timely and accurately, develop an effective course of action, relate to and work with interdisciplinary groups and large segments of the public, make effective oral and written presentations to both small and large groups. Incumbent must possess the ability to read, write and communicate in English at a level required for successful job performance. Incumbent must be able to judge work quality and performance and interpret Departmental policy. Incumbent is required to perform a full range of analysis in planning, coordinating and directing activities, directing special studies, analyzing and recommending solutions to sensitive issues and handling complex administrative, planning, engineering and maintenance issues in a timely fashion. Incumbent inspects work and performance of subordinates as necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is in responsible charge and accountable for own (as well as subordinates) actions, decisions, quality of work and proper use of State time, equipment and materials. Incumbent is responsible for interpretation of departmental policies, procedures and guidelines. Errors in judgment have potential to result in inefficient use of public funds, failure to meet program goals on time or within budgeted amounts, jeopardizing safe and efficient operations of the State Highway System, negative impacts to both the District and Department's image and ultimately injuries or delays to the traveling public and a less safe workplace for Caltrans forces.

PUBLIC AND INTERNAL CONTACTS

Incumbent must establish and maintain strong working relationships with members of District, North Region, other Districts and Corporate Headquarters management. Incumbent will coordinate with federal, state, regional and local agencies concerning the scope of the District's overall program. Additionally, incumbent will be required to have frequent contact with local elected and partner public agency officials as well as members of the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must possess the ability to use personal computers, telephones and other office equipment on a regular basis. Incumbent must have the ability to travel within California as well as outside of California. Other physical activities include working in an office setting and transporting up to 25 points, accessing files, manuals and other various resources. Incumbent must possess the ability to produce engineering drawings (both with and without a computer), prepare written reports and provide presentations. Incumbent will be required to sustain adequate mental activity needed for report writing, problem solving, researching, analysis, reasoning, making oral presentations and participating in meetings. Incumbent must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements. Incumbent must create a work environment that encourages creative and innovative thinking, ultimately creating and sustaining an organizational culture which encourages others to provide the quality of service essential to high performance. A large portion of the organization's work is subject to frequently changing work situations in which all of the following conditions must be met: The changes substantially affect resources needed; The changes require frequent and substantial reprogramming, rescheduling and/or reassignment of activities; The changes require incumbent to make, or participate in making, decisions concerning the shifting of resources; The changes require almost constant attention to work progress and adjustments in plans and schedules; The date of changes cannot be accurately predicted. The work environment described above demands the incumbent possess qualities such as exceptional adaptability, critical thinking, long-range planning and/or forecasting, ability to act quickly and ability to withstand considerable and continuing pressure. This position requires interaction with many individuals. It is crucial that incumbent works effectively and cooperatively with others. Incumbent must have the ability to resolve emotionally charged issues reasonably and diplomatically. Incumbent must be able to work effectively under pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adversity. Incumbent must be able to establish and maintain strong, working and cooperative relationships while also behaving in a fair and ethical manner toward others and demonstrating a sense of responsibility and commitment to public service. Incumbent shall have the ability to influence others toward a sense of service and meaningful contributions to achieve Department goals. Incumbent must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at the office work location, incumbent will work in a climate-controlled office under artificial lighting, be exposed to computers and may be required to stand or sit for prolonged periods of time. Incumbent will also be required to travel throughout California, neighboring states and work outdoors where incumbent will be exposed to dirt, noise, uneven surfaces and/or extreme temperatures.

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This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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

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