

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Project Development / Design	
WORKING TITLE Design Branch Chief	POSITION NUMBER 910-207-3161-xxx	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 a Supervising Transportation Engineer, the Senior Transportation Engineer performs as a Design Manager (DM) and Task Manager (TM) for design activities. The incumbent may also serve as a dual hat Project Manager (PM) on some types of projects and over sight consultant contracts. The incumbent will be responsible for the management of project delivery tasks and coordination with all District functions, Headquarters Structure Design, Central Region Engineering Services, Legal Department, and local agencies. The incumbent shall monitor and control all tasks closely to ensure timely delivery. Registration as a Professional Engineer is required for this position.

**CORE COMPETENCIES:**

As a Senior Transportation 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. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence - Equity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Strengthen Stewardship and Drive Efficiency - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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PM-0924 (REV 01/2022)

30%	E	Directs and supervises design staff in the preparation of project Plans, Specifications, and Estimates (PS&E), Project Reports, Project Initiation Documents, Design Exception Fact Sheets and other technical studies and documents for transportation projects. Assigns projects/tasks to staff; and negotiates, prepares, and maintains work agreements/plans with Project and Functional Managers for establishing the project budget and schedule for design activities. Provides guidance to staff related to the proper use of design standards, policies, procedures and practices to develop a high-quality project; as well as proper time charging and accountability for meeting project schedules and budgets.
25%	E	As Project Task Manager for design activities (0 and 1-phase design work), coordinates project activities and deliverables with other functional branches and the respective Functional Managers (FM) to ensure that the work products are provided on schedule and within the budget from the functional branch for the project.
20%	E	As Design Manager and/or Project Manager for assigned projects, serves as the design point of contact for project inquiries from other agencies, consultants, and the general public. Directs staff in oversight activities for consultant work, and directs staff in route management activities on assigned routes for the review of encroachment permits, planning documents, traffic studies, tentative maps, CPRA requests, project discovery, and other documents as they relate to existing and future Caltrans facilities.
20%	E	As a supervisor of design staff, provides active feedback to employees on performance appraisals, and takes timely action on disciplinary matters. Ensures that all staff are aware of and follow the Districts/ Division's Letter of Expectations (LOE), Department Policies, and Directives. Prepares annual Individual Development Plans (IDP's) with all employees, and works directly with them on training plans, career development, and equipment needs; as well as fostering a team oriented/innovative work environment that is accountable for their work. Maintains proper and timely project charging practices and provides a communication link between staff and Executive Management.
5%	M	Provides input on District training needs and participates in formal and informal training. Participates in internal and external teams, committees, public outreach activities, presentations, and events.

<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**

The Senior Transportation Engineer supervises staff responsible for the development of assigned transportation improvement projects. In supervising assigned staff, the incumbent must be able to exercise independent judgment in making management and engineering decisions. The Design Manager is also responsible to provide career development, performance appraisals, and recommendations for merit salary adjustments of staff; and timely action in disciplinary matters.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Each project is unique and requires considerable analytical ability. Projects may involve funding and political issues, and analysis of design, environmental, construction, maintenance, planning, safety and project risk assessments.

\* The incumbent is required to analyze projects for consistent application of standards and the viability of products developed by the assigned staff. A thorough knowledge of project development procedures, standards, policies, and practices is essential. A knowledge of Roadway Design Software such as Civil 3D is also required.

\* Effective analysis of potential project delays and development of corrective plans of action is required. The incumbent must analyze staffing relationships and resource needs in order to complete the assigned projects.

\* The incumbent must have the ability to track project schedules and costs. The incumbent should also have a general understanding of personal computer applications including databases such as PRSM, word processing, spreadsheet, and communication software.

\* The incumbent must have a thorough knowledge of various phases and background in transportation engineering including knowledge of the following processes: transportation planning, project development, environmental, right of way, design, maintenance, and construction.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent must be a Registered Civil Engineer by the State of California and be responsible for decisions related to the proper application of design standards and project development policies. The incumbent provides guidance related to development of projects to ensure that the assigned projects can be delivered on schedule and within budget, while maintaining the quality of the design and accurate charging practices. The consequences of poor decision and actions include but are not limited to the following: non-delivery of required deliverables; commitment of Department resources, short-term and long-term, commitment of measures that may substantially increase the cost of planning, design, maintenance and construction; impediment to District to provide other services and reduction of efforts in other aspects of the entire District program; development of incomplete or erroneous information and reports.

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PM-0924 (REV 01/2022)

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### PUBLIC AND INTERNAL CONTACTS

The incumbent prepares correspondence and responds to inquiries from the public. Coordination with Executive Management and other District Divisions is also required on a regular basis. Contacts may be made with FHWA, other districts, departments, external agencies, consultants, and the public through formal and informal meetings, presentations, and written correspondence.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

#### Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.

- Travel to and from project sites and meetings. Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.

- Simultaneously work on several work assignments and/or deadlines.

- Work within a noisy and occasionally distracting work environment.

- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

#### Emotional Requirements:

- May be subject to and have the ability to handle all contacts in a calm and respectful manner.

- Resolve emotionally charged issues reasonably and diplomatically.

- Develop and maintain cooperative working relationships with all contacts.

- Receptive to change, new information, and new situations.

- Additional hours may be required, and vacation restricted during peak time.

- Incumbent must have the ability to respond appropriately to difficult situations.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled, cubicle office environment under natural and artificial lighting. They will be responsible for keeping the branch work area clean and project files organized for easy access; as well as ensuring that the conduct and noise levels of staff do not adversely affect the work of others. Employees will also periodically be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, or temperature extremes. When field work is involved, they are responsible for ensuring that proper safety precautions are communicated and followed by staff.

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.

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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)

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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