

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 53/Design/Office of Project Support	
WORKING TITLE Project Support Engineer	POSITION NUMBER 913-200-3161-001	REVISION DATE 03/21/2024

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 Chief, Office of Project Support, a Supervising Transportation Engineer, the incumbent is responsible for providing project direct support to assist in the delivery of quality transportation projects by district staff and external partners, including geometric design, route matters and freeway agreements, cost estimating, resolutions of necessity, and approvals of non-delegated exceptions to the encroachments and utilities policies. The incumbent is part of the Division of Design Resource Center and supports the Districts and the District Design Liaisons (DDLs) in the implementation of the Design Stewardship Agreements.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Advance Equity and Livability in all Communities - Integrity)
- **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 - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Advance Equity and Livability in all Communities - Equity)
- **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 - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
25% E	Provides guidance, advice, and support to the Districts/DDs, internal and external stakeholders, and other functional areas in the application and interpretation of geometric design standards, exceptions to these standards, and other issues related to state-of-the-practice design.

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25%	E	Analyzes encroachments and utilities policy exception requests to determine if submittals have sufficient engineering justification, and makes recommendations to the Chief, Office of Project Support for approval or denial of requests.
25%	E	Provides guidance, advice, and support to the Districts/DDLs, internal and external stakeholders, and other functional areas on the requirements of the Project Development Procedures Manual, and the preparation of Project Initiation and Approval Documents for Route Matters (New Public Road Connections, Freeway Agreements, Relinquishments, and Route Adoptions). Develops, in coordination with the Division of Programming and the District, California Transportation Commission (CTC) agenda items and technical engineering reports related to route matters, including new public road connections, route adoptions/rescissions, route and project studies, and resolution of necessity appearances.
10%	E	Provides cost estimating support to the districts and participates in cost estimating forums.
5%	E	Coordinates with Headquarters Divisions, Districts/DDLs, local, regional, state, and federal agencies to resolve complex issues related to delivery and design of transportation projects as needed.
5%	M	Serves on Headquarters and District task force teams and other special project teams as a representative of the Division of Design, as needed.
5%	M	Prepares special reports and provides input on correspondence, issues papers and briefings for management, the public, Legislature, Federal Highway Administration (FHWA), and California State Transportation Agency (CalSTA).

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 has no direct supervision of others. When assigned work, the incumbent can act as a lead worker in coordinating with others in the District, headquarters, internal and external partners, stakeholders, etc. as needed to complete the assignment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Possession of a valid certificate of registration as a civil engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists.
- Knowledge of Caltrans' goals and objectives, organization, policies and procedures.
- Knowledge of Caltrans' EEO policies
- Thorough knowledge of highway design standards and guidance.
- Thorough knowledge of the project development procedures, standards, policies, and guidance.
- Knowledge of interrelations between functions including Planning, Environmental, Design, Structures Design, Structures Architecture, Right of Way Engineering, Office Engineer, and Construction.
- Knowledge of Federal Highway Administration (FHWA) project development procedures and program guidelines.
- Ability to analyze situations accurately, identify potential conflicts, and adopt an effective course of action, review project schedule and determine appropriate level and time of review, recognize issues that are significant and implement an effective course of action.
- Ability to use Computer Aided Design and Drafting (CADD) software, word processing and spreadsheet software, access and extract information from databases, make neat and accurate engineering notes.
- Ability to establish and maintain cooperative working relationships.
- Ability to be flexible, work independently, and assume increasing responsibility.
- Ability to prepare reports and make effective presentations.
- Ability to develop effective training materials and deliver training to headquarters and district staff.
- Ability to speak and write effectively.
- Ability to review policy documents as related to the project development process.
- Ability to take initiative as a representative of the Division of Design Resource Center to communicate recommendations to achieve desired goals.
- Ability to organize work priorities to meet commitments.
- Ability to perform administrative tasks.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer by the State of California and is in charge of the assigned work. The incumbent's decisions will have a direct impact on the quality and productivity of the office and the support provided to the District's/DDL's transportation products and to the safety of the traveling public.

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PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to maintain contact with engineering and non-engineering functions at Headquarters, the District/DDL staff, outside agencies, external stakeholders, and consultants, as necessary to accomplish activities and duties of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This job will require interaction with other people. It is important that employees work with each other in a cooperative manner. Employee must have patience in dealing with people over the phone. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

The incumbent will be required to periodically travel in state as needed to support the Districts/DDLs.

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