

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D8, Division of Planning, Pre-programming/Engineering Studies	
WORKING TITLE Senior Transportation Engineer, Specialist	POSITION NUMBER 908-800-3161-001	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 a Supervising Transportation Engineer, the incumbent is responsible for coordinating, managing, and implementing District wide corridor plans to be in alignment with the Departments mission, vision, goals and values, along with the goals of Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Organizations (RTPAs), cities, counties, and other stakeholders. The incumbent will coordinate with Headquarters Office of Strategic Investment Planning (OSIP) to ensure that projects nominated for federal and state discretionary funding programs align with the guiding principles of the Climate Action Plan for Transportation Infrastructure (CAPTI), as well as the Transportation Concept Reports (TCRs), Corridor System Management Plans (CSMPs), and District System Management Plan (DSMP) to ultimately develop the PID workload. Incumbent will act as a liaison with Asset Management, System Planning, Freight Planning, Office of Equity, Sustainability and Tribal Affairs, and the Division of Research, Innovation and System Information (DRISI) and coordinate with capital program staff and bridge the lessons learned learned with post-programming projects to effectively deliver quality Planning Products and Services. Incumbent will represent the PID unit in subsequent phases during the Project Delivery Process. Develop and implement of Quality Control and Quality Assurance (QC/QA) for the PID workload.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Integrity)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence - Equity)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence - Equity)
- **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 - 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. (Cultivate Excellence - Engagement)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Equity, Innovation)
- **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. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

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

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50%	E	Prepare and review complex Project Initiation Documents (PIDs), which is required in the planning phase of project development for programming projects. Coordinate PID development activities with functional units in the District, Headquarters, Regional and Local agencies, and the Federal Highway Administration as required to produce quality PIDs and to ensure compliance with State and Federal regulations and standards. Utilize Highway Design Manual and Project Development Procedures Manual, as well as, other design manuals in coordination with project sponsors, including Asset Management, to prepare PIDs that will form the basis for programming and designing the project. Develop and implement of Quality Control and Quality Assurance (QC/QA) for the PID workload. Incumbent will represent the PID unit in subsequent phases during the Project Delivery Process. Coordinate with capital program staff and bridge the lessons learned learned with post-programming projects.
30%	E	Lead Corridor Management for PID workload. Align and advocate the CAPTI principles and CSMPs, and act as a liaison with District and Headquarters Asset Management to ensure the Project Book is in alignment with the Department's Strategic Plan. Serve as the District's Planning liaison with MPOs, RTPA's, cities, counties, and other stakeholders in the development of transportation plans and initiatives. Assist the Lead in preparation of conceptual studies for projects on State highways including feasibility of suggested operational, capacity, and aesthetic design improvements on new and existing State highways.
10%	E	Prepare, review, and present plans, designs, and reports as required in order to meet project schedules. Responsible to write reports, respond to correspondence, study alternatives, prepare project plans and cost estimates, review PIDs and estimates for completeness and accuracy.
5%	M	Performs various analyses and special projects as assigned by the Supervising Transportation Engineer. Incumbent may be designated as the primary contact for most correspondence that is required for the assigned projects. Attends training to stay current with departmental policies and transportation engineering technology, methods and policies.
5%	M	Represent the District at various formal and informal meetings with representatives from other public agencies, elected officials, consulting firms, and the public. Perform other PID related duties as needed.

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

This position does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of various phases of transportation engineering; the mission, goals, laws, and rules implemented by the Department as well as the ability to analyze situations and adopt an effective course of action. Communicate effectively orally and in writing, knowledge of public participation and funding. Ability to organize, analyze, and display data, and work effectively with others as an interdisciplinary team., leader or member and work independently on specific projects or tasks.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for assuring the professional integrity of recommendations based on proper use of engineering principles and analysis, and for interpreting departmental policies relative to transportation facilities. Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department. Errors in the interpretation of the Department's Equal Employment Opportunity Program or any of the State Personnel Board rules and regulations regarding hiring practices may result in liability for the Department. Any errors in the process of disciplinary actions or the interpretation of the Department of Personnel Administration policies may also result in liability for the Department.

PUBLIC AND INTERNAL CONTACTS

Frequent contact is required in person, in writing and by telephone with personnel within the Department, other agencies, private interests, political representatives, and the public at large. These contacts are most important in order to effectively carryout the requirement of the position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to move large or cumbersome plans and project documents from one location to another, traverse uneven terrain, drive long distances for project related activities, to include travel for training purposes to various locations throughout the State of California. The incumbent is expected to maintain an even mental balance of analytical process for multiple projects. Accelerated project schedule may be introduced. The incumbent is expected to maintain emotional stability under stressful and a rapid-paced working environment. The incumbent may be required to sit for long periods of time using a keyboard and video display terminal.

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WORK ENVIRONMENT

This position requires the majority of work to be performed in a typical office setting in a climate-controlled environment under artificial light. The incumbent may be required to either work from the Caltrans District 8 Office, or telework from home on a temporary/permanent basis. The amount and availability of telework and/or in-office work will be determined by the Department based on the functions of the position. Work environment may also include field environments such as transportation construction zones. The incumbent may also be exposed to a variety of hazardous and/ or unpleasant field conditions including working next to high speed traffic, uneven walking surfaces, during wet, rainy, cold or hot weather or any other type of weather conditions. Additionally, travel within the State may be required to attend various meetings, training, conferences, and/or seminars. The employee will adhere to regularly established working hours.

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