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CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION Fresno/Construction/District 6
WORKING TITLE Deputy District 6 Director, Construction	POSITION NUMBER 906-500-3152- EFFECTIVE 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:** (PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.) \*RED TEXT ONLY APPEARS ON THE SCREEN

Under the general direction of the District 6 Director, incumbent will serve as the District 6 Deputy District Director of Construction. The incumbent is responsible for managing, budgeting and directing all phases of Construction and Materials Engineering and Testing (ME&T) for transportation facilities for the District 6 Construction Program. Recommends, develops and implements policies and procedures, establishes work standards and implements work priorities. The incumbent will provide expertise on critical and sensitive project related issues. This requires extensive construction experience and leadership skills to ensure commitments are successfully met for District 6 projects.

**CORE COMPETENCIES:** CLICK ON THE "VIEW COMPETENCIES" BUTTON TO SELECT CORE COMPETENCIES, GOALS, AND VALUES. AFTER SELECTIONS HAVE BEEN MADE, THEY WILL BE MERGED INTO THIS SECTION. View Competencies

As a Principal Trans Eng, 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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence - 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, Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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 - Engagement, 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 - Engagement, Integrity, Pride)
- **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)
- **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. (Cultivate Excellence - Engagement)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence - Engagement)

**TYPICAL DUTIES:**

Percentage Job Description (PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) \*RED TEXT ONLY APPEARS ON THE SCREEN

Essential (E)/Marginal (M) <sup>1</sup>		
45%	E	Responsible for the planning and the management of the District 6 Construction and ME&T Program. Ensures projects are constructed in conformance with all applicable laws, specifications and plans.



# POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

25%	E	Collaborates with other district executives in determining district objectives, workload projections, resource allocations and budget redirection and resource management for capital and non-capital projects. Additionally, improves the construction and materials engineering and testing processes to meet the goals and objectives of the District.	+ -
25%	E	Represents District 6 with outside agencies and policy making boards on difficult technical and administrative matters as well as making recommendations regarding the Construction and ME&T program. Keeps the District Director advised on highly sensitive and/or critical construction issues.	+ -
5%	M	Serves as a high level technical expert on construction projects.	+ -

<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 Principal Transportation Engineer provides direction and supervision of Construction Office and Field Staff who are comprised of professional engineering, technical, administrative and clerical staff.

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Caltrans organization, departmental policies, project management concepts, construction and materials engineering and testing processes and financial constraints is required. Must have detailed knowledge of organizational relationships both internally and outside Caltrans that pertain to planning, design and construction of transportation facilities.

The position requires the ability to administer a construction program; plan and direct the work of others; prepare technical correspondence and complete comprehensive reports and make effective presentations. Incumbent must be able to communicate effectively both orally and in writing with all levels of Caltrans management and employees, external groups and local governments.

Must have experience in the transportation engineering field and possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. Requires the analysis of District and Program goals, objectives and performance measures in setting project priorities and preparing programs containing multiple project types.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for the administration, management, and delivery of the District 6 Construction and ME&T Program. Incumbent is responsible for the timely and efficient delivery and completion of projects and services that provide maximum benefits to the traveling public on our transportation facilities, and in accordance with federal, state and local mandates. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Failure to meet delivery and budget commitments, as prescribed by federal, state and local agencies, could result in loss of funding and damage to Caltran's credibility. It could further lead to conditions that endanger the traveling public and increase liability against Caltrans.

### PUBLIC AND INTERNAL CONTACTS

Maintains a close working relationship with counterparts in other districts and Headquarters. Incumbent represents District 6 Construction and ME&T in meetings and dealings with federal, state, regional and local agencies, elected officials and the public. Meets with civic groups and other interested parties to discuss and resolve controversial construction projects and to coordinate work with the various jurisdictions.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sustained mental activity needed for problem solving, analysis and reasoning. Must be able to communicate verbally in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

### WORK ENVIRONMENT

The duties are typically performed in a climate controlled office working under artificial lighting. The office setting is comprised of a mixture of modular workstations and private offices housing professional, technical and clerical staff. Occasionally may be exposed to inclement weather and walking on uneven terrain when out in the field on a construction job site. Extensive travel will be required throughout the District, Region and State.

# POSITION DUTY STATEMENT

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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.)

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)

Diana Gomez

SUPERVISOR (Signature)

*Diana Gomez* for

DATE

09/10/2021