

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

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| CLASSIFICATION TITLE Supervising Trans Engineer, CT | OFFICE/BRANCH/SECTION District 07/Maintenance | |
| WORKING TITLE Office Chief, District Clean California Coordinator | POSITION NUMBER 907-602-3155-XXX | EFFECTIVE DATE |

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

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 Deputy District Director, Maintenance a C.E.A., the District 7 Clean California (CC) Coordinator is responsible for managing, planning, organizing, directing, monitoring and oversight of all functions of the CC Program, including the California Department of Transportation's (Caltrans) district wide litter abatement activities. This position serves as the Program Manager for Clean California (CC) for the District 7 Maintenance Program. This position may eventually oversee the functions of field Maintenance.

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 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. (Strengthen Stewardship and Drive Efficiency Advance Equity and Livability in all Communities - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Safety First - Engagement, 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 - Integrity)
- **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, Strengthen Stewardship and Drive Efficiency Advance Equity and Livability in all Communities - Innovation, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency Advance Equity and Livability in all Communities - Innovation, 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 - Innovation, Integrity)

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)¹

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| 35% | E | This position serves as the Program Manager for Clean California (CC) for the District 7 Maintenance Program. Provides district wide leadership, and management of the CC Program, including Caltrans' District 7 litter abatement activities. Implements, develops and maintains a robust CC Program. Develops district CC priorities, policies, procedures, objectives and specifications. Recommends, interprets, reviews and approves Department policy related to the CC Program. Ensures policies and procedures meet the needs of Caltrans, and any CC stakeholders. Ensures cross functional considerations are included in the decision making process, including coordination with Federal, State, regional and local agencies, other Caltrans programs, and the public concerning the scope and content of CC projects. Maintains a functional liaison relationship with Headquarters and District executives and managers. Develops and maintains working partnerships and joint activities with state and local partners. Upon the direction of the Deputy District Director, will oversee the functions of the field Maintenance staff. | + - |
| 25% | E | Directs the work of District's CC Administrators and staff, in addition to working with HQs CC coordinator. Directs resolution of highly technical or politically sensitive issues impacting CC Program. Provides district guidance, monitoring, measuring and investigation of district CC activities. Provides specialized guidance regarding new CC methodologies and techniques. Resolves complex issues and addresses complex policy matters relating to litter. Develop policy and procedures for the appropriate delivery methods to expeditiously delivering roadside beautification improvements and roadside security hardening measures. Methods may include Director's Orders, Highway Major Maintenance Projects, cooperative joint agency permit projects, local grants, etc. | + - |
| 15% | E | Ensures collection of data associated with the CC Program. Evaluates district and statewide CC data to enable optimal customer service and results for all stakeholders of the CC Program. Oversees development of technical reports, studies and proposals. Evaluates field maintenance level of service as related to the CC program. In the capacity of an Office Chief, recommends District program resource allocations to HQs. Oversee the allocation and hiring of personnel to support CC in the district. | + - |
| 10% | E | Ensures compliance with all laws, rules, policies and practices. Establishes and maintains a work environment that leverages a diverse and inclusive workforce in order to achieve both superior business results and equity. | + - |
| 10% | E | Represents Caltrans at meetings, committees, task forces and while working with legislators, Federal, State, regional and local agencies and the public concerning the scope and content of Caltrans' CC Program and its priorities. Serves as the District's focal point for all CC related issues. | + - |
| 5% | M | In conjunction with the Public Information Officer (PIO) coordinate the development of a district wide public education contract and campaign, develop project level scope elements for different roadside enhancements, transportation art and community gateway improvements. | + - |

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 will directly supervise engineering, administrative and/or maintenance, managers and/or staff. Establishes and provides functional guidance to hundreds of Maintenance employees who perform CC related duties, within the Division of Maintenance, who are geographically located throughout District 7.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a thorough knowledge of: public transportation management and administration; principles and practices of project and organizational management; functions of Federal, State and local governments within the area of transportation; and funding practices at all levels of government. Must possess a thorough knowledge of district and statewide Division of Maintenance functions, and the mission, goals, organizations, policies and procedures of the Department of Transportation. The position requires an extensive background in preparing and delivering oral presentations, along with the ability to develop and prepare written documents, and direct cooperative working relations with representatives of all levels of government, the public, and Legislature.

The Office Chief, District 7 Clean California Coordinator, must analyze and resolve highly complex and/or politically sensitive

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problems and interagency and public relations issues. The duties and responsibilities assigned to this position require a high degree of maintenance operation expertise and understanding. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action, reason logically and creatively, and make objective recommendations in all issues in relation to Division of Maintenance operations.

Incumbent must have possession of valid certificate of registration as a civil, electrical or mechanical engineer issued by the California State Board of Registration for Professional Engineers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out assigned duties relating to the functional management of statewide Division of Maintenance CC programs.

Failure to meet commitments as prescribed by Federal, State and local mandates could result in loss of funding and damage to the Department of Transportation's credibility, lead to conditions that may endanger the traveling public and increase liability. Not considering all factors could lead to inconsistent or inappropriate decisions affecting safety, traffic, operations, could result in economic losses to the State and highway users, and could negatively impact the population of California. Errors or ineffective decisions on the part of this position could expose Caltrans to criticism and seriously restrict the operating capability and flexibility of the CC Program.

PUBLIC AND INTERNAL CONTACTS

The Office Chief, District 7 Clean California Coordinator represents Caltrans District 7 and the Deputy District Director, Division of Maintenance and participates in meetings and dealings with Federal, State, regional and local agencies, elected officials and the public. In addition, the Office Chief, District 7 Clean California Coordinator makes frequent presentations and maintains good working relationships with other Programs, Districts and local jurisdictions. Also, the Office Chief may participate in internal and external task force groups and committees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work under high-pressure and fast-paced situations. Ability to develop cooperative working relationships, respond to difficult situations, recognize emotional and politically charged issues, and acknowledge various responses.

Emotional requirement includes the ability to develop and maintain cooperative working relationships; respond appropriately to multiple workload request and conflicting deadlines.

Sustained mental activity for report writing, auditing, problem solving, analysis and reasoning, etc. The ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; and demonstrate a sense of responsibility and commitment to public service.

The incumbent may be required to sit for long periods of time, using a keyboard and video display terminal or reviewing written documents.

WORK ENVIRONMENT

Ability to work under high-pressure and fast-paced situations. Ability to develop cooperative working relationships, respond to difficult situations, recognize emotional and politically charged issues, and acknowledge various responses.

Emotional requirement includes the ability to develop and maintain cooperative working relationships; respond appropriately to multiple workload request and conflicting deadlines.

Sustained mental activity for report writing, auditing, problem solving, analysis and reasoning, etc. The ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; and demonstrate a sense of responsibility and commitment to public service.

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documents.

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