STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	PPM/COS Management/PMSU-A	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Assistant Project Manager	907-101-3135-061	03/09/2023

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 direction of a Supervising Transportation Engineer or a Senior Transportation Engineer, the Transportation Engineer (Assistant Project Manager) is responsible for the delivery of non-complex transportation improvement projects on the State Highway System. The Assistant Project Manager will ensure that assigned projects are completed within approved cost, scope, and schedule.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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 - Innovation, Integrity)
- **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, 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 - Innovation)
- **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 - Innovation)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Plan and coordinate the activities of the Project Development Team (PDT) in the delivery of various transportation improvement projects. Act as team leader, facilitate communication among team members, and represent the team in negotiations. Provide direction and support to resolve any issues that may occur during each phase of the project from initiation to closeout. Ensure that assigned projects are delivered within approved cost, scope, and schedule.

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20%	E	Review project development reports and recommend approval. Prepare project change requests, funds requests, fact sheets, meeting minutes, correspondence, and other types of documents as needed.
20%	E	Develop reasonable project schedules and support budgets in consultation with functional managers and other stakeholders. Maintain schedules, resources, and project data using computer software applications and other tools. Hold functional managers accountable for completing milestones in a timely manner and within the assigned resources.
20%	E	Monitor and report the progress of each project to appropriate stakeholders. Identify issues that warrant the attention of management and provide information and recommendations as needed.
10%	M	Ensure that projects are completed in accordance with applicable standards, policies, and practices. Ensure that the overall quality of work for each project is acceptable.

[1]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 Transportation Engineer (Project Manager) is not responsible for providing supervision, but may be required to direct the work of one or more individuals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The Project Manager must have (1) knowledge of project development procedures, project funding, regulatory requirements, project management principles, and Department policies and practices, (2) ability to exercise good judgment in recognizing problems, developing alternatives, analyzing risks, and adopting an appropriate course of action, and (3) ability to communicate effectively both verbally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The Project Manager is responsible for decisions related to establishing and maintaining project cost, scope, and schedule. Errors in judgment or poor decisions may cause negative impacts to the delivery of the project and result in liability for the Department.

PUBLIC AND INTERNAL CONTACTS
The Project Manager will be required to interact with (1) District and Headquarters functional units, (2) State, Federal, and Local Agencies, (3) consultants, (4) contractors, (5) property owners, (6) elected officials, (7) community members, (8) news media, and (9) other stakeholders.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The Project Manager must have the (1) ability to sit for long periods of time performing desk work or operating a computer, (2) ability to handle multiple tasks, strict deadlines, new situations, and unexpected obstacles, and (3) ability to maintain cooperative working relationships and to resolve conflicts in a reasonable manner.

WORK ENVIRONMENT
The Project Manager will work in a climate-controlled office under artificial lighting, but on occasion will travel to off-site meetings or project sites. Visits to project sites may involve exposure to traffic, dirt, noise, uneven, surfaces, and extreme heat or cold. Possession of a valid California driver's license is required to operate a State vehicle.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.)

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

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