

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Senior Transportation Eng, CT	OFFICE/BRANCH/SECTION District 1/Program Project Management	
WORKING TITLE Project Manager	POSITION NUMBER 901-200-3161-XXX	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:

Under the direction and supervision of the Corridor Manager, a Supervising Transportation Engineer, the Project Manager (PM), Senior Transportation Engineer is accountable for the delivery of assigned capital projects, including projects with a civil engineering emphasis. This includes ensuring that quality projects are completed in accordance with the approved scope, schedule and budget. The PM will have responsibility from project initiation through project completion. The PM will manage project team members for developing and managing commitments regarding costs, schedules and coordination of work.

The PM will be responsible for the planning, monitoring, controlling and coordination of activities performed by Capital Outlay functions which support development of projects. The PM is also responsible for communicating and coordinating with corporate Headquarters, District and Regional functions, local agencies and external stakeholders. The PM will also keep the Corridor Manager informed of any and all major issues that may rise beyond the Project Manager level. Must possess a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists. Duties include but not limited to:

CORE COMPETENCIES:

As a Senior Transportation 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **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, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Serve as the Project Team leader and coordinate integration of the project delivery processes within the Project Team that includes functional units and external agencies. Monitor and manage the progress of each multi-functional unit involved in the project delivery process. Identify project conflicts and issues in a timely manner and elevate if unable to resolve directly. Coordinate with the Planning Division to provide Project Management services to deliver the Project Initiation Reports (PIRs) within the approved scope and schedule.
20%	E	Lead the development and continuously monitor and control project scope, schedules and costs (support and capital), and report timely and accurate project status information to District Management and external sponsors on a regular basis.
20%	E	Develop and manage project charters, risk management plans, communication plans and workplans through coordination with all participating Functional Managers and the Project Management Support Unit (PMSU). Ensure development of complete charters, risk management plans, communication plans and project workplans to the appropriate level of detail for all assigned projects. Monitor actual support costs against planned costs. Continuous communication of performance measures status with the Asset Manager. The PM shall ensure that the scheduling is in accordance with, or in advance of the State Transportation Improvement Plan (STIP), the State Highway Operation and Protection Program (SHOPP) and/or other programming document(s) if applicable.
15%	M	Utilizing Project Management software and databases, the PM coordinates with the PMSU staff to produce a wide variety of reports to control costs and schedules and to report on the status of projects.
5%	M	Ensure that the assigned projects are developed in conformance with applicable project development procedures.
5%	E	Serve as the single point of contact with Corporate Headquarters staff, Public Information Office, local agencies and the public for assigned projects.
5%	E	Participate in development of programs for funding of projects, process cost and schedule changes, and track programming changes throughout the project duration in accordance with Caltrans policies and practices.

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 PM is expected to achieve results through others while working in a matrix organization. While the PM does not directly supervise a staff in the conventional definition, the PM does direct a multidisciplinary team with various functional managers who administratively supervise the individual team members. The PM is expected to negotiate and resolve conflicts with team members without escalating each issue to the functional manager. The position is designated to rank and file.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- The principles, processes and tools of project management and the Department's project development process to deliver quality projects on schedule and within budget.
- All the phases of transportation engineering and an understanding of the entire project development process. The understanding must include a sound technical knowledge of the requirements of other functional units involved in the project development process.
- The Capital Project Delivery Process and the policies and practices regulating the activities in each of the project phases (Public Information, Environmental, Design, Right of Way, Construction).

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Ability to:

- Provide leadership necessary to develop and control project costs and schedules, and deliver projects through the use of multi-disciplinary teams, which include input from and consensus of, the public, local officials and fellow employees.
- Plan, prioritize and organize the work, and work effectively and efficiently with others to establish a common goal and achieve successful project delivery.
- Have a thorough understanding of the programming databases used by Caltrans. These include: Project Resource and Schedule Management (PRSM), California Transportation Investment Tool (CTIPs), FileMaker Pro, Excel and Project Management software in order to develop accurate workload cost and schedule projections.
- Possess good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners, and that those projects are delivered meeting the needs of the community and traveling public.
- Spend time traveling to meet with local transportation partners in the locality of the projects. Address elected officials and public, and meet with Region Transportation Planning Agencies and Metropolitan Agencies.
- Must have the ability to work independently, effectively and efficiently to coordinate multiple assignments and tasks along with the ability to work under pressure.

Skills to:

- Analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations and presentations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery and/or cost, including Capital Outlay Support costs. Failure to identify and resolve issues early, or failure to coordinate and monitor the program with the functional units assigned to the project, can result in an unacceptable project delay and/ or a cost increase. This type of failure will lead to a lack of credibility with Regional and Corporate Headquarters functions, the California Transportation Commission, local agencies and the public, thereby affecting Caltrans' ability to deliver its Capital program.

PUBLIC AND INTERNAL CONTACTS

The incumbent is required to maintain good relations with members of the public and employees within all Caltrans departments, as well as other agencies. Incumbent may have daily contact with other public agencies and private individuals. Employee is expected to maintain a favorable public image for the State. Incumbent may occasionally encounter hostile members of the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work with keyboard; manual dexterity.

Must be able to sit and/or stand for long duration and perform tasks utilizing a PC (laptop/workstation). Requires occasional bending, stooping and kneeling.

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner.

May be subject to and have the ability to handle irate public in a calm manner. Ability to resolve emotionally charged issues reasonably and diplomatically.

Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

While at their base of operation or teleworking at an off-site location, employees will work in a climate-controlled office under artificial light. Most employees will work in workstations with cubicles. This is in close proximity to other co-workers. Employee may also be required to travel and occasionally conduct field reviews outdoors. This may require exposure to dirt, noise, uneven

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surfaces and extreme heat or cold.

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

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