

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 8, Design Division, Innovation Design Delivery Unit	
WORKING TITLE Senior Transportation Engineer (Specialist)	POSITION NUMBER 908-201-3161-XXX	REVISION DATE 01/22/2024

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 a Supervising Transportation Engineer, CT, the incumbent is responsible to provide guidance and coordination with consultant teams and Department staff to perform Quality Management Assessment (QMA)/Independent Quality Assurance (IQA) of engineering work by other engineers. The position requires a valid Certificate of Registration as a Civil Engineer in California. Travel is required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

**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.

- **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, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, 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 - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **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)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
50% E	Directs and coordinates the QMA of projects on the State highway system. Ensures compliance with State and Federal statutes dealing with construction contracts. Coordinates project QMA review schedules and reviews with other Divisions.

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

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25%	E	Directs and coordinates the in-depth comprehensive reviews of all technical documents related to delivery of quality Plans Specifications & Estimates (PS&E) packages for projects. Ensures that all documents are of a professional level and are in conformance with departmental policies. Provides technical advice and procedural guidance to engineering staff and consultants performing reviews.
20%	E	Attends and reports at regular project status meetings and performs management activities relevant to resource expenditures.
5%	M	Represents the Department at various community, regional and statewide meetings. Implements the Department's goals and policies as set forth in the Policy Direction Statement and provides a communication link between Executive Management and other staff and consultants.

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<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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of various phases of transportation engineering; thorough knowledge of Department design standards (including but not limited to the Highway Design Manual, Standard Plans, and Standard Specifications) to prepare PS&E packages; the missions, goals, laws, and rules implemented by the Department; and principles of team leadership.

Must have ability to plan and direct the work of others; analyze situations and adopt an effective course of action; and communicate effectively and clearly, both orally and in writing. Must be proficient in Microsoft Office, and able to effectively use a computer to perform duties.

Must have the ability to evaluate engineering reports, plans and specifications. Must be able to analyze proposals made by others, identify possible impacts and recommend mitigation measures to provide the most effective solution to an identified need.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for all decisions, actions, and consequences in planning, organizing, directing, and controlling the activities of a team. The incumbent exercises independent judgment and decisions in the review of engineering documents and evaluates submittals for conformance with Department standards. In dealing with the public and other agencies, frequently makes commitments for the Department. These decisions and commitments are significant for public safety, public relations, and funding. Errors in judgment can expose the department to increased liability and affect the cost and schedule of improvement projects.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent will have daily contact with other units throughout Caltrans, coordinating work and exchanging engineering data. Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives, private developers, and concerned citizens; may be called on to testify as defense or expert witness for the Department in legal proceedings where the appropriateness of design decisions is an issue.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical: Employee will work on an individual workstation. Must have the ability to work at a keyboard; have manual dexterity and may be required to sit for long periods using keyboard and video display terminal.

Requires the ability to move across uneven surfaces and hilly areas. Also requires occasional bending, stooping, and kneeling. Subject to normal climate conditions and exposure to dirt, noise, and/or extreme heat or cold.

Mental: Create a work environment that encourages creative thinking and innovation. Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance. Must be able to organize and prioritize large volumes of varied documents. Enable others to acquire the tools and support they need to perform well. Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage. Understand linkages between administrative competencies and mission needs.

Must have the ability to multi-task; adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines at times. Formulate effective strategies consistent with the business and competition. Develop new insights into situations and apply innovative solutions to make organizational improvements.

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**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

Emotional: Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. Must deal effectively with pressure, maintain focus, professionalism, and intensity yet remain optimistic and persistent even under adversity.

Must be able to develop and maintain cooperative working relationships, considering and responding appropriately to the needs, feelings and capabilities of different people in different situations; be tactful and treats others with respect.

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution.

**WORK ENVIRONMENT**

While at the base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to occasionally travel and perform field investigations and may be exposed to moving traffic. Employee may be exposed to dust, dirt, noise, uneven surfaces and/or extreme heat or cold.

Incumbent may be required to travel to district offices, offices of other state or federal agencies within or outside the assigned geographical area, or other meeting facilities, and/or to the sites of proposed projects. 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 operation needs.

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