

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Dist 54 / Construction / Construction Safety and Insurance	
WORKING TITLE Construction Special Projects Engineer	POSITION NUMBER 913-500-3161-XXX	REVISION DATE 08/01/2024

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 general direction of the Chief, Office of Construction Safety and Insurance (Supervising Transportation Engineer), the incumbent is responsible for implementing the statewide construction programs and special projects that meet the needs of the Division's Business Plan. The incumbent duties include but not limited to: implement the assigned tasks from the Division's Business Plan; assist the Division's safety and insurance program and coordinate with internal and external stakeholders to enhance the Department's Construction Safety and Insurance Program; develop and review specifications, construction policy bulletins and directives and other Department directives; update manuals, guidance material, and provide training; lead Division's Safe Systems Approach and Road Safety Action Plans; support district construction staff and construction coordinators; lead efforts that focus on improvements to the Department's Construction Program; facilitate and organize Division's meetings with district personnel; assist Division's Architectural and Engineering (A&E) and/or service contracts; and lead the Division's strategies on decarbonization of construction activities.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First - Engagement, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Engagement)
- **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 - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Innovation, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **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 - Engagement)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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30%	E	<p>Project Manager, Team Lead or Single Focal Point for assigned tasks from the Division's Business Plan, including:</p> <ul style="list-style-type: none"> • Specially funded projects, Insurance compliance, internal and external audits, consultant contracts; • Special studies such as the annual Contract Administrative Process Evaluation (CAPE) Report; • Coordinate the Division of Construction's safety efforts with other departmental Divisions to resolve problems of statewide significance. • Coordinate with district construction safety coordinators to ensure districts are complying with policy and have an effective safety program. • Perform legislative bill analysis on proposed bills that may impact the Department. • Represent the Division of Construction and participate in safety, insurance, and new products committees.
20%	E	<p>Provide statewide policy, specifications and procedures:</p> <ul style="list-style-type: none"> • Ensure that the Construction Safety Program has consistent policies and procedures. • Develop new policies, specifications, procedures, and guidance documents by working with other Caltrans functions, industry, and Federal Highway Administration (FHWA). • Update Caltrans manuals such as the Construction Code of Safe Practices and Construction Manual. • Stay current on research that is applicable to highway construction. • Responsible for working closely with FHWA to ensure compliance with federal regulations, to coordinate project reviews when necessary, and to coordinate FHWA approval of new safety procedures, details and specifications.
15%	E	<p>Promote and lead innovative initiatives with environmental benefits in construction activities, through coordination and outreach, as well as pilot projects:</p> <ul style="list-style-type: none"> • Lead the Division's strategies on decarbonization of construction activities, including the use of renewable diesel in off-road equipment, as well as utilization of electric and hybrid construction equipment to achieve reductions of greenhouse gas and other emissions. • Coordinate activities with other Caltrans Divisions, external agencies or academia for sustainability efforts and statewide implementation of climate change initiatives.
15%	E	<p>Partner with other divisions and districts on Safe System Approach related actions to meet the Department's safety goals and vision:</p> <ul style="list-style-type: none"> • Represent the division and districts to implement a safe system approach on the state highway system to help California meet its goals. • Support the statewide implementation of the road safety action plans which consider parameters on how we define safety challenges, implement safety interventions, and evaluate progress. • Coordinate with industry and Caltrans experts as necessary.
10%	E	<p>Assist with Division's A&E and/or service contracts:</p> <ul style="list-style-type: none"> • Serve as the contract manager on the Division's contracts. • Develop scope of work for various contracts. • Work with other divisions such as Legal, Division of Procurements and Contracts, and Department of General Services on contract approvals. • Involve in the award process and procure contracts for the Division.
5%	E	<p>Organize and facilitate Division's meetings with the districts.</p> <ul style="list-style-type: none"> • Represent the Division of Construction at various industry liaison meetings and coordinate with industry as needed on safety and other initiatives.
5%	M	Travel to various committee meetings, special events, and trainings.

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

No direct supervision is exercised. However, this position is responsible for providing guidance and policy to district construction

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safety coordinators.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a valid certificate of registration as a professional Civil Engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists in the State of California. Possession of valid certificate of registration as a professional Safety Engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists in the State of California is not required, but would be desirable. The incumbent should have knowledge of the goals, objectives, organization policies and procedures of Caltrans project development, especially of the Division of Construction; construction techniques; construction worksite safety protection devices; traffic handling techniques and traffic-related specifications; construction work zone safety; and construction details. The individual must have the desire to learn and work cooperatively with other divisions, safety coordinators, district staff, the FHWA, and industry contacts. The incumbent should analyze various safety hazards or scenarios and be able to advise the district construction field staff and district construction safety coordinators by reviewing safety regulations, Caltrans policies, and Caltrans Safety Manual. The incumbent should be able to analyze various safety improvement proposals from multiple channels and prioritize them by keeping the worker safety as priority that aligns with the Department's "Safety First" goal. The incumbent should receive feedback from construction safety coordinators and collaborate with them for statewide consistent policies and procedures. The incumbent should work effectively and tactfully with all levels of Caltrans staff, industry representatives, and Federal Highway Administration (FHWA) representatives. The incumbent organizes work priorities in meeting commitments and delivery of products and be able to prepare and make oral presentations, written technical correspondences, and comprehensive reports. The incumbent organizes and leads multi-functional teams to deliver improvements to business processes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and must exercise initiative in carrying out assigned duties. The incumbent represents the Department externally on construction safety concerns with Associated General Contractors (AGC), American Traffic Safety Services Association (ATSSA), FHWA, California Highway Patrol and California Occupational Safety and Health Administration. In this capacity, the incumbent represents the Department's policy and position on safety issues and is responsible for working independently to come to agreements on issues with these parties. These agreements can affect the Department and individual liability for incidents. Changes can impact the traveling public and has the potential influence for making significant reductions in incidents in construction zones.

PUBLIC AND INTERNAL CONTACTS

The incumbent is the Division of Construction's safety representative to all external groups, as well as the districts and other functional organizations. The incumbent represents the Division at internal meetings and industry group meetings, serves on industry improvement teams, serves on departmental safety task groups, represents the Division at district meetings and is the representative for construction safety with FHWA.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans and public/private sector, and it is important that employees work well with others in a cooperative manner, while creating a work environment that encourages creative thinking and innovation. The employee must also be flexible to organize and prioritize workload for the Division of Construction; be open to change and new information; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The incumbent will usually work in a climate-controlled office under artificial lighting, but may be required to travel to districts and construction field offices.

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.

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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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