

POSITION DUTY STATEMENT

PM-0924 (REV 06/2019)

CLASSIFICATION TITLE Senior Transportation Eng, CT	OFFICE/BRANCH/SECTION North Region – District 3 / Project Development	
WORKING TITLE Design Branch Chief	POSITION NUMBER 903-200-3161-	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:

Under the direction of the Office Chief of Design a Supervising Transportation Engineer, the incumbent supervises a Project Design branch. The branch consists of multiple Design engineers responsible for the production of project study reports, project reports, and contract plans for various types of transportation facilities including, but not limited to, freeway, expressway, and conventional highways. Travel is required, should possess a valid California Drivers License. PE registration is required.

CORE COMPETENCIES:

As a Senior Transportation Eng, CT, the incumbent is expected to develop 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, and Goals.

- **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. (Stewardship and Efficiency - Teamwork)
- **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. (Organizational Excellence - Teamwork)
- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Sustainability, Livability and Economy - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Stewardship and Efficiency - Commitment)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Stewardship and Efficiency - Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Stewardship and Efficiency - Commitment)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Organizational Excellence - Teamwork)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Plan and direct, assign, schedule, supervise, review, give instruction and assistance, and approve preparation of designs, quantities, project reports, project study reports, construction drawings, and Plans, Specifications, and Estimates for transportation projects. Makes decisions and handles difficult technical and administrative problems in connection with directing the work of engineers and others. Ensure assigned projects are completed within scope, cost, schedule, budgeted resources, and departmental standards and practices. Coordinate and guide scope of technical studies of other functional units for assigned projects. Manage workload within the branch to ensure staff work efficiently and effectively. Perform Task Management responsibilities utilizing PRSM system.
30% E	Prepare status reports, monitor project status, prepare project management reports, prepare correspondence and reports, and attend meetings related to project delivery.
15% E	Perform personnel evaluations and maintain staff discipline. Participate in the hiring, mentoring, training, and development of staff. Attend and hold staff meetings, develop personnel staffing and workload plans, hold quarterly Safety meetings, and perform other supervisory duties.

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10%	E	Provide technical oversight of consultants performing engineering work under contract with the Department; manages engineering contracts between the Department and private engineering firms. Monitor special programs, which may develop. Prepare related correspondence and reports for same, in support of the office or division.
5%	M	Hold public hearings and informational meetings; make presentations at local and other governmental meetings, and give information to the news media.

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

This position directly supervises a group of professional and technical engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: the various phases of transportation engineering, including planning processes and methods, systems planning, construction methods and practices, construction contract administration, operations and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy.

Ability to: understand construction contract plans, facilitate meetings, make effective presentations; prepare correspondence, and reports; communicate effectively both verbally and in writing; relate to and work with interdisciplinary project teams to identify and resolve project issues.

Analytical Requirements: analyze situations accurately, identify potential conflicts, and adopt an effective course of action; review project schedules and determine appropriate level and timing of review; recognize issues that are of a regional significance and implement an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in substantial delays of project completion which, in turn, could cause an increase in project costs, loss of Federal funds, and loss of credibility and good will for the department or poor quality products leading to contract changes and construction claims.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain a professional working relationship across both Region and District functions, Headquarters personnel, outside agencies, and the construction contracting industry. In addition, the incumbent must be familiar, and comfortable with, office and field environments. Must be able to guide project teams to issue resolution and be able to build consensus within teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to facilitate meetings across the North Region. Out of town travel will be necessary. Employees will be required to sit for long periods of time using a keyboard and video display terminal. Employee must be congenial and tactful when dealing with others while effectively accomplishing tasks. Frequent telephone interaction is common.

WORK ENVIRONMENT

The incumbent will be working in both an office and field environment. As such the incumbent will be required to travel throughout the north region. While in the office employees will work in a climate-controlled office under artificial lighting. Employees will also travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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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