

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 10/ PPM & AM/ Project Management	
WORKING TITLE Project Manager (Non-Supervisory)	POSITION NUMBER 910-100-3161-XXX	REVISION DATE 09/29/2022

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 Program Project Management Office Chief (Supervising Transportation Engineer), the Senior Transportation Engineer (specialist) serves as Project Manager responsible for managing and facilitating the development and engineering administration of the project from inception through construction completion and close-out. Incumbent ensures successful delivery of all assigned projects in accordance with the approved scope, on schedule, and within the programmed capital and support budgets. The incumbent provides report and support the Deputy District Director for projects that are in the State Transportation Improvement Program (STIP), State Highway Operational and Protection Program (SHOPP), storm damage, seismic projects, minors, Middle Mile Broadband Network projects, locally funded, and other Capital Outlay funded projects. The PM will coordinate with local partners regarding projects and represent District 10 Program Project Management demonstrating transparency and accountability.

Possession of a valid California Professional Engineer license is required.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement, Innovation)
- **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. (Cultivate Excellence - Engagement)
- **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. (Safety First - Equity, Integrity)
- **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 - Engagement, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - 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. ( Advance Equity and Livability in all Communities - Engagement)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Pride)

**ADA Notice**

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**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
40%	E	<p>Serve as team leader to coordinate the work performed by multi-functional members of the Project Development Team in the project delivery process. Identify issues in a timely manner for resolution, elevating problems to management if unable to resolve directly. Ensure the team delivers quality project deliverables on time and within budget. Plans, organizes, coordinates, and controls transportation projects to manage scope, schedule, cost and risk. This includes utilizing Project Resource and Schedule Management (PRSM) application and other software and database packages to produce reports to monitor support cost, schedule, and progress of transportation projects. Manages both capital and support costs. Monitors and controls actual cost against planned annual and total programmed budget.</p> <p>Consults and advises District Management and serves as direct representative in major program areas at private, public, council or board meetings. Provides technical oversights and works closely with the Project Management Coordinators and other functional Delivery Managers to assure project delivery within project schedule, scope and budgeted resources, and departmental standards and practices.</p>
25%	E	<p>Assembles and direct a project team of functional managers, local representatives, and resource or permit agencies to ensure project completion is on schedule and within budget while maintaining the overall quality of the project.</p> <p>Leads the Project Development Team in developing Project Workplans for scope, schedule and cost. Manages and coordinates internal and external transportation engineering project activities. Obtains the services of functional units by negotiating agreements with functional managers to meet project commitments.</p>
10%	E	<p>Actively cooperate with the Caltrans Planning Division, Maintenance and Operations, Regional Transportation Planning Agencies (RTPA) and other local agencies to initiate, program and develop projects. Build public consensus and local agency partnership throughout the project development process (Project Initiation, Environmental, Design, Right of Way and Construction)</p> <p>Serves as the single point of contact with Headquarters staff, Public Information Office, local agencies, and the public for assigned projects.</p>
10%	E	<p>Communicates and provides timely and accurate information about the project status to District management and functional managers on a regular basis. Identify project conflicts and issues in a timely manner and elevate if unable to resolve directly. Ensures that all reasonable alternatives are explored before requesting changes. When a change is required, the incumbent will thoroughly document the reasons for the change. Request Management approval when changes are required on project scope, schedule and cost.</p>
10%	E	<p>Coordinate with the District's Programming Unit to secure funding of project components and to track costs and schedule changes throughout the life of the project in accordance with the Department's policies and practices.</p> <p>Ensures that the project is developed in conformance with the applicable project development procedures and process, and ensure the overall quality of assigned projects.</p> <p>Serves as the single point of contact to communicate the status of project progress and information as needed by District Management, Headquarters, and external stakeholders</p> <p>Perform assignments and other duties at the discretion of management.</p>
5%	M	<p>Coordinate with the Project Management Support Unit to use project management software and databases to produce a wide variety of reports to control costs and schedules and to report on the status of projects to the California Transportation Commission (CTC), Caltrans Headquarters, District Management and RTPA's.</p>

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of the policies and practices regulating the activities of each of the major project phases (PID, Environmental, Design, Right of Way and Construction), and close-out; funding and budgeting; and principles and techniques of project management.. Knowledge of the most current major computer software and databases used by Caltrans. Ability to plan, organize and work effectively and efficiently with others to accomplish a common goal to achieve successful project delivery. Ability to provide leadership to develop and control projects costs and schedules and successfully deliver projects through the use of multi-disciplinary teams. Ability to use good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners to meet the needs of the community and the traveling public. Ability to analyze the entire project delivery process, including the required interfacing with local agencies and the public and be able to anticipate technical issues and potential local agencies' concerns with each project. Additionally, the incumbent must possess the ability to communicate effectively both internally and externally to ensure project delivery.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

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 project slippage and/or costs increases. This type of failure will lead to a lack of credibility with the CTC, the local agencies and other entities, concerning Caltrans' ability to deliver its program.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will have full responsibility as the District's Management Representative for all meetings pertaining to project activities. This will require coordinating and communicating with local governmental agencies, other State agencies, and with the public. The incumbent will coordinate and advise the Program/Project Management Division Chief of all contacts and tentative schedules for public information meetings, public hearings and individual meetings with these entities. The Project Manager is the primary external contact and advocate for the project and may serve as the District Representative to the Local, State and Federal agencies, elected officials, media and the public. The incumbent shall serve as the project team leader to collect and communicate information to Caltrans Management and functional units.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit or stand for long periods of time while using a personal computer. The incumbent may be required to move large or heavy files and displays from one location to another. The incumbent may be required to travel for long periods of time to review projects and attend meetings, both daytime and night.

- Must be able to develop and maintain cooperative working relationships.
- Must have the ability to focus and concentrate for long periods of time.
- Must quickly grasp new information and comprehend technical policy and procedural documents.
- Must have the ability to multi-task and adapt to changes in priorities, and to complete tasks with short notice.
- Must have the ability to lead and encourage others to perform and provide quality of service for high performance.
- Must be willing to take risks at time to accomplish goals and to initiate actions to persuade others to accept risk.
- Must be able to adapt to unexpected changes in work situations that may result in project rescheduling and resource assignments.
- Must have an ability to interact with many people, often in a highly intense situation, while maintaining a calm and diplomatic attitude.

**WORK ENVIRONMENT**

The employee's work location is in the District office in a climate controlled building with modular furniture under artificial lighting. Working hours are variable, typically set sometime between 7:00a.m. and 5:00p.m. Travel and meetings may begin at 5:00a.m. and continue to 12:00a.m., with an occasional overnight stay out of town. Visits to the project site may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, walking on uneven surfaces and climbing slopes.

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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE