

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION HQ/Design/Innovative Design & Delivery	
WORKING TITLE Alternative Delivery Engineer	POSITION NUMBER 913-200-3161-103	REVISION DATE 09/10/2024

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 of the Chief of the Office of Innovative Design and Delivery, a Supervising Transportation Engineer, the Senior Transportation Engineer is responsible for management of various special projects and/or programs relating to innovative design and project delivery. These projects will vary in duration and complexity and will be dynamic in nature, and may include, but are not limited to value analysis and alternative contracting such as Design-Build, Progressive Design-Build (PDB), Construction Manager/General Contractor (CMGC), and Job Order Contracting (JOC). Perform difficult and complex engineering work in a specialist capacity to develop innovative delivery program framework and guidelines; proposed project construction and design analysis methods; and oversight of project delivery and quality management. In cooperation with other Division Office Chiefs, and Headquarters and District functional units, incumbent is expected to make technical, engineering decisions in pursuing a course of action that will most effectively and efficiently serve Departmental and Division goals and objectives.

**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, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation, 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, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Pride)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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40%	E	Manage, in coordination with other Headquarters functional units, Districts, Regions, and external partners, the development and implementation of value analysis processes and procedures to accelerate the delivery of quality transportation projects. Provide advice, assistance and recommendations to the Office Chief and other upper level management on the establishment and implementation of these new and innovative statewide policies, standards, procedures, guidelines and practices. Create computer-based tools to provide analyses of policies, standards, and etcetera. The incumbent must have extensive experience in Department's current policies, programs, standards and concepts in order to be able to manage the value analysis program. The incumbent must be able to "analyze situations accurately and adopt an effective course of action." Collect data, best practices and lessons learned on value analysis program and individual value analysis studies. Analyze data and develop reports to FHWA and upper level management on the results of the value analysis program.
35%	E	Manage, in coordination with other Headquarters functional units, Districts, Regions, and external partners, the development and implementation of various existing and new alternative contracting processes and products to improve the delivery of quality transportation projects. Provide technical engineering advice, assistance and recommendations to the Office Chief and other upper level management on the establishment and implementation of these new and innovative statewide policies, standards, procedures, guidelines and practices. Create computer-based tools to provide technical analyses of policies, standards, and etcetera. The incumbent must have extensive experience in Department's current policies, programs, standards and engineering concepts in order to be able to make recommendations for implementing alternative contracting methods in these areas. The incumbent must be able to "analyze situations accurately and adopt an effective course of action." Analyze data, best practices and lessons learned on projects delivered utilizing alternative contracting methods. Develop engineering reports to the legislature on alternative contracting methods.
10%	E	Coordinate with Headquarters Divisions; Districts; and local, regional, state and federal agencies to resolve complex policy issues (e.g. permits, contracting processes, review procedures) related to alternative delivery of transportation projects as needed. Incumbent must be able to evaluate complex policy issues related to alternative contract delivery, work with representatives from other functional units to develop possible solutions, evaluate the impacts of possible solutions, and recommend a proposed solution. Assist in the development of engineering contract documents for alternative contracting methods including engineering specifications.
10%	E	Prepare special reports, correspondence, bill analyses, issue papers and briefing reports for the public, Legislature, FHWA and departmental management. Make effective presentations.
5%	M	Participate in process reviews of Districts/Regions to identify quality improvements in policies and processes in project delivery, as well as to monitor established performance measures. Evaluate processes and procedures, make a determination as to whether these are working, and whether changes are needed.

<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**

Incumbent is not responsible for direct supervision of staff. Incumbent may act as a lead worker and/or direct work of lower level staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a thorough knowledge of Caltrans' organization, transportation engineering, Departmental policies, transportation economics and procedures. A broad and in-depth knowledge of the Department's project delivery design, construction, policies, procedures, standards, and other factors relating to the delivery of transportation facilities is essential. A detailed knowledge of organizational relationships and engineering functions internal and external to the Department that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is a must. Knowledge of state and federal statutes and regulations as they pertain to the delivery of transportation projects is highly desirable.

Based on experience and expertise, must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties. Must be creative and innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvement to achieve program goals. The incumbent must be able to assimilate technical and procedural input from various sources, evaluate that input, develop alternative courses of action, and make objective recommendations on issues relating to accelerating project delivery. It is imperative that the incumbent has demonstrated ability to inspire teamwork,

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coordination, and creativity in others. The incumbent must effectively communicate with department management, industry representatives, the general public, Federal, State and local agencies on issues involving transportation facilities.

The incumbent must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and decisions in special studies and procurements relating to project delivery. Inadequate consideration of all relevant factors could result in economic loss to users as well as loss of credibility with public agencies and the general public.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain continuous personal contact and cooperative working relationships with Districts, Regions, and Headquarters personnel and management. Establishment of personal contacts and working relationship with outside agencies and organizations may be necessary. In addition, the individual must effectively communicate with the general public, the Legislature, management, industry representatives and others on issues involving complex transportation issues.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position will require travel to the Districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork orientation to openly discuss issues and reach consensus.

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### WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The use of a laptop computer is essential. Travel to the Districts and the conferences will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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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

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