

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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| CLASSIFICATION TITLE Senior Transportation Engineer, CT | OFFICE/BRANCH/SECTION HQ Asset Management | |
| WORKING TITLE Senior Asset Management Engineer | POSITION NUMBER 913-660-3161-XXX | REVISION DATE |

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:

Directed by the Asset Management Office Chief, the Senior Asset Management Engineer will support the implementation of the asset management framework statewide, informing decision-making for billions of dollars of transportation investment annually, predominantly within the State Highway Operations and Protection Program (SHOPP). Primary tasks include coordinating with programs, both within and outside of the SHOPP, to compile project and performance data and lead the preparation of associated reports, dashboards, or other communications products to meet state and federal reporting requirements. This also includes leading the development of tools, business processes, and policies to streamline reporting practices. Additional responsibilities include liaising with District Asset Managers and Headquarter SHOPP Program Managers in the development of project portfolios and program and project level performance management methods and procedures; assisting with implementation of the Transportation Asset Management Plan (TAMP) and the State Highway System Management Plan (SHSMP); and leading and/or participating on teams in the technical development of tools, techniques, and methodologies for these tasks as necessary.

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. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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 - 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 - Innovation, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence - Engagement)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

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

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| 30% | E | Cross Functional Coordination and Business Process Development: Lead coordination efforts with a range of functional units throughout the department to determine authoritative highway infrastructure asset and project data sources and establish new data sharing and reporting protocols for projects in the STIP, local, competitive, and other non-SHOPP funding programs. Guide the development of business processes and policies to ensure that all transportation data necessary to support Senate Bill (SB) 695 reporting requirements can be consistently compiled, summarized, and reported annually. Work with colleagues in HQ Asset Management to develop data management workflows to support non-SHOPP project data in the Transportation Asset Management System (TAMS). |
| 25% | E | Analysis and Reporting: Lead the compilation and analysis of project performance and related data. Prepare charts, tables, and other communications products to support Senate Bill (SB) 695 reporting, the Transportation Asset Management Plan (TAMP), State Highway System Management Plan (SHSMP), Performance Benchmark Report, SHOPP Ten-Year Project Book, ad-hoc analyses for executive management, and various other asset management products. Synthesize and interpret analysis outcomes for asset, project, and portfolio performance to inform decision-making and policy development for HQ Asset Management, District Asset Managers, HQ Programs, Executive Management, and other Caltrans stakeholders. Lead the development and maintenance of a suite of dashboards, reports, and other data and information products to monitor the department's compliance with the State and Federal asset management requirements and targets, including annual reporting to the California Transportation Commission to meet SB 695 requirements. Evaluate data from source data systems for accuracy, completeness, and compliance with data quality standards. |
| 20% | E | Project & Program Performance: Review and guide districts on SHOPP projects and project portfolios pertaining to performance, schedule, resource demands, and budget. Monitor and provide feedback on statewide and district performance relative to TAMP and SHSMP goals, objectives, targets, and fiscal constraints. Coordinate with HQ SHOPP Programs in performance evaluations to support state and federal reporting. Provide support in the development of the quarterly Ten-Year SHOPP Project Book. |
| 15% | E | Communication & Teamwork: Communicate to district and headquarters staff, executive management, and externals on various aspects of the asset management. Provide ongoing education and training on asset management methods, procedures, and software tools. Work with HQ and District teams to develop and refine components of the TAMP, SHSMP, and other TAM products. Provide input to other department functions in the development of procedures, specifications, and policy pertaining to asset management. Represent HQ Asset Management on other department teams as a subject matter expert. |
| 10% | M | Program Support: Perform other duties as necessary to support the implementation of transportation asset management within Caltrans. Other tasks may include participation on research panels, participation on national committees, development of ad-hoc reports, documents, presentations, graphics, spreadsheets, and other miscellaneous tasks as directed. |

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 does not supervise. The incumbent may be called upon to act in the absence of the Asset Management Office Chief or the State Transportation Asset Management Engineer for a short duration. The position may act as lead for coworkers, volunteers, student assistants, interns, and contractors and may provide guidance to Headquarters, District, and partners working in or with the Asset Management Program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have working knowledge and experience in asset management principles, methods, policies, business processes, and products; various phases of transportation engineering at Caltrans; techniques of engineering and economic analysis; and program and project performance management. Must have knowledge of multi-objective decision, life cycle, benefit cost, and investment decision analyses; program and project-level prioritization and risk assessment; asset deterioration; and software tools necessary for analysis and presentation of transportation data to support asset management analyses. Must have knowledge and experience working with Caltrans data systems and information resources to support asset management analyses and processes. Must have knowledge of federal and state performance reporting requirements. Must be able to effectively communicate, both orally and in writing.

Ability to research and stay current with changes in asset management techniques and best practices. Ability to develop analysis and evaluation tools, evaluate and use available analytical tools, and prepare technical data for presentation to groups of varying

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technical experience and interests. Ability to plan, organize and work effectively and efficiently with others, communicate effectively through presentations, correspondence, and reports. Ability to use good judgment, tact, and strong interpersonal skills working with others, leading and participating on teams. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

Position requires a very high level of analytical ability to evaluate and interpret complex data to make critical recommendations buttressed by software tools, sophisticated analysis, and documentation. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Asset Management Engineer will be responsible for asset, project, and financial data sets that will be used to make decisions related to the investments in transportation infrastructure within California. The modeling, analysis, performance assessment, and other analyses performed using this data and systems will influence decisions that affect billions of dollars of transportation investment decisions annually, including those associated with transportation investments on local and regional assets. Improperly storing data, misreporting, or providing inaccurate or misleading data could result in poor decisions and actions being taken, which in turn could result in a misappropriation of SHOPP funds with serious consequences.

PUBLIC AND INTERNAL CONTACTS

The Senior Asset Management Engineer has regular contact with all levels of internal staff and external partners (including local agency staff and public works directors, local elected officials, California Transportation Commission, and Federal Highway Administration officials). Considerable time can be spent researching or answering questions by telephone and computer. Attendance, participation, and presentations at internal and external meetings, task forces and public meetings may also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to work on a keyboard, manual dexterity, sitting for long periods, develop and maintain cooperative relationships, and the ability to focus for long periods of time. Be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus, and remain optimistic and persistent under adversity. Must be considerate and respond appropriately to the needs, feelings, and capabilities of different people in different situations. Must remain alert in lengthy meetings to collect information. Must be tactful and treat others with respect.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may be asked to telework for extended periods of time based on state requirements. Infrequent statewide travel may be required to various districts statewide.

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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