

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION North Region Construction	
WORKING TITLE Construction Manager - Central Area	POSITION NUMBER 903-502-3155-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:

Under the general direction of the Chief, North Region Construction (a Principal Transportation Engineer, Caltrans), the incumbent serves as the high-level construction manager for the central area of the North Region. The Incumbent is responsible for assisting the Chief, North Region Construction, in planning, organizing, and directing the work of the region. Incumbent is responsible for developing, directing and administrating the Department's policies, procedures, performance and quality standards relating to the Department's statewide Construction Program.

CORE COMPETENCIES:

As a Supervising Trans 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity, Pride)
- **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 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement)
- **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)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

TYPICAL DUTIES:

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

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45%	E	Responsible for all major decisions inherent to planning, organizing, directing and controlling the implementation and administration of the Region's construction contracts in the Central area of North Region Construction, in a timely and cost-effective manner. Responsible for managing the contract implementation and administration of the Region's construction projects and programs for the Central area of North Region Construction. Assures the development and allocation of proper resources, as necessary, to implement and administer contracts and agreements properly, and on a timely basis.
25%	E	Represents Caltrans when participating in meetings and working with Federal, State, region and local agencies, tribes, contractors, and the public, concerning the scope and content of the region-wide transportation programs, and specific projects and programs in the branches supervised. The incumbent speaks in public, on transportation matters pertaining to the North Region. Establishes and maintains good working relationships with other Districts, Headquarters management, and local jurisdictions. Works cooperatively with Caltrans' external customers, such as tribes, cities, counties and regional transportation agencies on politically sensitive problems and interagency and public relations work. Analyzes all types of business related situations, and adopts an effective course of action, within legal operational constraints.
20%	E	Oversees the administration of the North Region Construction Capital Resource Management functions and manages the Contract Engineering function. Assures the development and allocation of proper resources for these functions.
10%	M	Responsible for providing a personal commitment to a viable quality effort, act as role model, and utilize quality tools on a daily basis. Ensures quality is incorporated in the delivery of all the Department's services and products. Supports the resources needed for the quality efforts. Uses quality as criteria in performance evaluations and promotions. Institutes employee suggestions for an improvement process/mechanism.

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

The incumbent directly supervises a staff of Senior Transportation Engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of various phases of transportation engineering and systems planning, transportation economics and financing. Incumbent must have knowledge of factors, which influence the impact of transportation facilities, on the environment, the community and the economy. The knowledge of principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, and labor relations and the processes available to meet these program objectives. Must have knowledge of Total Quality Management tools and concepts to improve customer service, to increase staff productivity, reduce costs, and maintain or increase the quality of Caltrans' products and services.

Must have the ability to administer an engineering program and plan and direct the work of others. The ability to judge work quality and performance, prepare technical correspondence and complete comprehensive reports. Prepares articles for publication and be able to address an audience effectively. Must have the ability to analyze situations accurately and adopt an effective course of action. Must be able to communicate effectively and contribute to the Department's safety, health, affirmative action and labor relations objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Delivery of the Region's transportation projects and programs is dependent on time tables, which reflect the ability of the line and support staff, and in the various functional areas to schedule and complete contract implementation requirements, in accordance with Federal and State mandates. Failure to schedule and program the contract-related activities adequately would result in missed deadlines and subsequent non-delivery of the transportation program in the time and manner prescribed by the appropriate federal controlling agencies, which would incur losses of large amounts of funding. Failure to handle implementation and administration problems properly as they arise could result in unnecessary payment of large penalty charges to contractors. Improper management of resources and lack of quality assurance would result in loss of outside funds and poor public acceptance.

PUBLIC AND INTERNAL CONTACTS

Contact with Federal, State, region and local agencies, tribes, contractors and the public. Frequent contact with other Districts,

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Headquarter management and local jurisdictions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to travel throughout the region for job site visits, regional training, and the like. The incumbent must be able to sustain mental activity needed for report writing, problem solving, analysis and reasoning. The incumbent must be able to develop and maintain cooperative working relationships, respond to difficult situations, and must be able to recognize and effectively manage emotionally charged issues or problems.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting. The incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Extensive travel throughout the State may be required to attend corporate board meetings, industry liaison meetings, construction site visits, visits to other offices in the North Region, and the like.

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