

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 10/Asset Management	
WORKING TITLE Asset Integrator	POSITION NUMBER 910-100-3155-005	REVISION DATE 05/08/2023

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 general direction of the Deputy District Director, the incumbent manages the District Asset Management Program and Sustainability Program, facilitates the planning, prioritization and development of the District State Highway Operation and Protection Program (SHOPP) 10 Year Plan, State Transportation Improvement, Local and Minor programs. The incumbent will brief and collaborate with the District Director, Deputy District Directors, Central Region Executive Management, Headquarters Maintenance, Operations and Asset Management Executives in matters related to the Transportation Asset Management Plan (TAMP) and its implementation. Incumbent will also represent the District in briefings, board meetings and other public meetings with Local Agency Executive Directors, Public Works Directors, and elected officials at City and County levels as it relates to Asset Management. Incumbent is also responsible for program management of various funding programs.

The incumbent is responsible for the District 10 development, implementation and change management of new asset management requirements described in the Federal Moving Ahead for Progress in the 21st Century (MAP-21) and State Senate Bill (SB) 486 and SB 1 Road Repair and Accountability Act of 2017. SB1 authorized billions of dollars of new funding for projects in Caltrans that must be managed to meet the performance measures mandated by these laws. Incumbent will help manage the District's allocation for the SHOPP program. Incumbent is accountable to properly manage risks associated with the District Asset Management Plan. Incumbent is responsible to coordinate and collaborate for successful program actions taken at the California Transportation Commission related to project delivery and programming needs.

The incumbent will be responsible and possess authority over all resource management of the Capital Outlay Support (COS) Program for the District 10 Capital program. Incumbent will lead implementation of the District 10 GIS 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. (Advance Equity and Livability in all Communities - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **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. (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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

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- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Cultivate Excellence - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Equity)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Incumbent is responsible to oversee the implementation of the District 10 Asset Management Program including: the establishment of District 10 Asset Management policy, procedures and databases. Reviews the Ten-Year and Four-Year SHOPP plans from an asset management perspective to provide holistic approach with consideration of all SHOPP programs, freight plans, pedestrian and bicycle programs. Incumbent is responsible to coordinate with the District, the District Director, Deputy District Directors, and Statewide Asset Manager, Programming, and Budgets for quarterly and annual updates and reporting. Incumbent is responsible to develop and monitor the District Asset Management resources, and capital budget. Incumbent is responsible to coordinate with other Districts as necessary to negotiate exchange of asset management funds in order to maximize and strategically plan project funding within established Asset Management guidelines.
25%	E	Incumbent is responsible to assist the State Transportation Asset Manager with the management of the State Highway Operation and Protection Program (SHOPP), SB 1 funds, and other funding for projects in the TAMP relating to District 10. Provide technical support for activities related to the development of the SHOPP and the State Highway System Management Plan (SHSMP), Minor Program and Local projects. Incumbent is responsible to coordinate the District's efforts regarding the implementation of SB743 with Headquarters and Region.
15%	E	Incumbent is responsible to supervise the work of the Asset Management, GIS and Programming units. Supervision will require all pertinent personnel documentation to be updated as required. Documents may include APR's, Duty Statements, Emergency Notifications forms and others required by HR. Advises District 10 Executive Management on approval of Project Scoping Documents and Project Reports, Project Change Requests from an asset management perspective.
15%	E	The incumbent will be responsible for leading all actions that will result in the implementation the District GIS program.
10%	M	Incumbent is responsible to respond to requests for asset information and represent asset management in various venues both internal and external to Caltrans. Represent the District on committees, task forces, steering committees and policy, and advisory groups for projects and issues related to Asset Management and Programming.

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 directs asset management engineers, Staff Services Manager 1 and Senior Transportation Planners. Guides District personnel in development of the Ten-Year and Four-year SHOPP Plans and Minor Program. Guides Project Managers and Region personnel in project scope, delivery and cost issues as it relates to Asset Management concerns. Guides and coordinates with District, Region and Headquarters personnel to achieve Asset Management Program objectives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

General knowledge of all aspects of transportation planning, engineering, programming and maintenance is required. More specific knowledge of strategic and system planning project initiation and program management concepts, processes and methods is desirable. Knowledge of the program elements within the SHOPP is also desirable as well as asset management concepts. Must be able to analyze situations accurately and adopt an effective course of action. Must possess the ability to communicate and negotiate effectively. Must be able to communicate the goals and desires of the District and provide District influence regarding statewide program decisions. Must have the ability to get along with others and communicate effectively in writing and orally. Must have experience in the transportation engineering field and possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. Requires the analysis of District and Program goals, objectives and performance measures in setting project priorities and preparing programs containing multiple project types. The incumbent must possess the ability to plan, organize and facilitate activities; guide program advisors and other

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various units in obtaining program goals. The incumbent must have the ability to analyze complex problems and recommend effective courses of action evaluate technical data and make objective recommendations. The incumbent must be able to organize large sets of data to provide a comprehensive summary of analysis.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Supervising Transportation Engineer is responsible for making sound decisions in dealing with Headquarters and District/Region Program Advisors and Managers in managing assets and its conditions, negotiating project priorities and owner-operator and capital outlay resources. Failure to effectively negotiate the inclusion of Planning, Maintenance and Operations Programs' needs can result in program delivery failure and loss of needed program resources (funding & support) in those programs. Poor decisions and an inability to capture Program needs at the inception of projects can have a negative impact on the District's program goals, loss of program dollars, and increased maintenance costs, as well as our relationship with our partners.

PUBLIC AND INTERNAL CONTACTS

Requires frequent contact with Headquarters, District's divisional asset managers, SHOPP Program Advisors, Managers and Coordinators. Represents the District in dealings with external partners. Coordinates and participates in meetings with our Local Partners (County, City, Transportation Agencies such as the Council of Governments, etc.) and Regulatory Agencies as required and in relation to the management of the District's Asset Management Program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Employee may be required to transport a laptop computer and portable printer while on field visits. Employee may be subjected to high levels of stress related to project delays, costs and schedules. Additionally, employee must occasionally conduct field reviews of projects.

WORK ENVIRONMENT

Incumbent will primarily work in a climate-controlled office under artificial lighting. Employee may also be required to travel overnight and occasionally conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. 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 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.)

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