

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Proj. Initiation & Local Assistance / Adv. Planning-Proj. Studies	
WORKING TITLE Branch Chief, Advance Planning-Project Studies	POSITION NUMBER 912-840-3161-003	REVISION DATE 10/17/2024

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 Office Chief of Project Initiation and Local Assistance, the Senior Transportation Engineer supervises engineers, planners, and others engaged in transportation development activities; assigns and supervises the preparation, formulation, coordination, and review of transportation related engineering studies and reports. The incumbent gives direction, provides technical support, and manages project schedules and Project Initiation Document Workplans. The incumbent also participates, as needed, in District and Statewide initiatives related to programming, engineering, project development, and planning activities.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Innovation, Integrity)
- **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 - Engagement, Innovation, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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. (Cultivate Excellence - Engagement, Equity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Cultivate Excellence - Engagement, Equity)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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 - Engagement, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Supervises the preparation of Project Initiation Documents (PIDs); including plans, narrative, and cost estimates of sufficient detail to determine Purpose and Need, project scope, schedule, cost and the type and quantity of materials needed for various State highway improvement projects. 100% Delivery of District 12 PID Delivery Plan with HQ PID Program and all the PID items in the District Planning Division Delivery Plan. Supervises managed lanes related activities such as plans, studies and implementation. Oversees A&E contract initiations and management for District 12 PID Program.

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20%	E	Supervises the review and oversight of PIDs, conceptual studies, feasibility studies, plans and estimates prepared by public agencies, developers, and consultants that impact State highway facilities, or that requires construction within Caltrans's right-of-way.
15%	E	Reviews and makes decisions relating to difficult technical and administrative problems. Makes engineering decisions regarding engineering concepts and plans for construction on or affecting the State Highway System. Reviews various Co-op agreements, reports, and special transportation related studies. Writes correspondence concerning these and other transportation related issues. Consults with, and advises, other public agencies on Caltrans' policies and procedures regarding our planning and project development process. Gives direction and manages project schedules and PID workplans. Work with District SHOPP Asset Manager and program advisors/ coordinators for the success of District Asset Management program.
15%	E	Be responsible for policy compliance, personnel management and resource management for the Branch and PID Program.
10%	E	Represents Caltrans District 12 at various formal and informal meetings with representatives from other public agencies, elected officials, consulting firms, and the public.
5%	M	Participates, as needed, in District and statewide initiatives related to pre-programming, engineering, project development, and planning activities.

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 will directly supervise a staff composed of Transportation Engineers, Planners, and other professional staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Advance Planning-Project Studies branch chief must have a thorough knowledge of, and commitment to, the Department's mission, vision, policies, and major transportation programs.

Must have knowledge of phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance.

Must have knowledge of transportation economics and financing, project management concepts and the factors which influence the impact of transportation facilities on the environment, the community and the environment.

Must have knowledge of principles and techniques of personnel management and supervision and the supervisor's role in health and safety and labor relations programs and the processes available to meet their objectives.

The incumbent must have the ability to: plan and direct the work of others, analyze situations accurately and adopt an effective course of action, make effective presentations, prepare correspondence and reports, communicate effectively, and effectively contribute to the Department's Equal Employment Opportunity objectives.

Must possess California Professional Engineering registration.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Mismanagement of the 40.50 program or the development of a Project Initiation Document (PID) that is not properly scoped could result in a loss of projects and/or funding to the District's State Transportation Improvement Program (STIP) and State Highway Operation and Protection Program (SHOPP). The Department's standing with other agencies, elected officials and the general public would suffer as a result. Additionally, benefits to the public and support for Departmental efforts could be adversely impacted or lost.

PUBLIC AND INTERNAL CONTACTS

The incumbent may represent Caltrans in conferences with other governmental agencies and the public. Responds to inquiries regarding technical and managerial aspects of work. May be called upon to testify for the Department as a defense witness or expert witness in legal proceedings, when appropriate, on the fields of engineering, planning, and design.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include sustained mental activity, analysis, and reasoning for problem solving, report writing, and plan preparation. Must have the ability to handle multiple projects at the same time while carefully and accurately following instructions. The incumbent must

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manage his/her time to respond to the needs of each project in a timely manner. The incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Must be mentally and emotionally stable to represent the department and interact with staff.

WORK ENVIRONMENT

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.

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.

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

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