

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 1/Maint. & Traffic/Maint./Maint. Engineering	
WORKING TITLE District Maintenance Engineer	POSITION NUMBER 901-600-3161-xxx	REVISION DATE 07/23/2024

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 general direction of the District Maintenance Division Chief, a Supervisory Transportation Engineer, this position requires 1) Registration as a civil engineer 2) a valid California Driver's License, is responsible for the operation and direct supervision of the Maintenance Engineering Support Branch which includes: maintenance program design team, maintenance construction inspection, and various clerical and engineering related functions. Duties include but not limited to:

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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence - 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. (Strengthen Stewardship and Drive Efficiency - 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 - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Project Manager and Functional Manager for the District's Major Maintenance (MM) programs. Directs, schedules, supervises, reviews, and approves work plans and final PS&E's for District 1 MM, and Clean CA Contracts. Schedules and Directs construction inspection of MM and Clean CA contracts. Develops multi-year planning documents for MM, works with HQ Maintenance to secure funding in various MM sub-programs.

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30%	E	District 10-Year SHOPP Manager as well as the District Program Advisor for all the Bridge Preservation and Roadway Preservation sub-programs. Works with Asset Management and other advisors in preparing the final 10-Year SHOPP document and submitting to District Management.
20%	E	Provides supervision, direction and approval of the Safety Road Side Rest Facilities, maintenance security and District keying system, maintenance cell phone usage and needs and maintenance GIS implementation and usage.
10%	M	Provides engineering expertise and guidance to all field maintenance units to assist them in accomplishing their daily 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

This position supervises a staff of professional engineers, technicians and various administrative and clerical, along with retired annuitants and students. The position is responsible for providing general direction, establishing work priorities, scheduling an assigning work and managing assigned resources and workload to produce quality results in an efficient and qualitative manner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a sound knowledge of professional civil engineering principles, methods and materials related to all phases of transportation engineering. Must be knowledgeable to transportation process and methods, system planning and evaluation of alternatives and design factor, which influence transportation decisions. Must be knowledgeable of the impacts the transportation system has on the community and the economy. Must be knowledgeable in the principles and techniques of personnel management and supervision.

Must be able to prepare reports and correspondence, make effective public presentations, and provide excellent customer service. Must be able to analyze and interpret policies, agreements and contracts. Must be able to understand the budgeting and scheduling processes, maintain an accurate tracking system, and assess the impact of changes. Must be able to analyze alternate proposals, considering items such as level of service and cost benefit ratio, environmental impact, and politically sensitive issues, and recommend solutions. Ability to analyze situations accurately and take effective action, prepare correspondence and reports, establish and maintain friendly and cooperative relations with District staff, HQ personnel and allied agencies and the public is essential. Must be able to communicate effectively orally and in writing and keeps accurate records.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in personal liability and the Department being assessed fines and penalties, project delays, cost overruns, non-compliance with Department policies, reduction in operational safety of highway facilities, poor community relations, and the placing of employees and the traveling public in unsafe conditions.

PUBLIC AND INTERNAL CONTACTS

Will work with Caltrans legal function in the resolution of claims and lawsuits.

Works with district, regional and statewide functional units to assure that the District 1 projects meet the need of maintenance. Will work with HQ functional units to secure necessary funding for the various programs and contract work performed by maintenance unit.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work under pressure. Must be able to travel throughout the district and the state to visit facility locations and meet with local and regional staff.

WORK ENVIRONMENT

Will work a portion of the time in a climate-controlled office under artificial lighting, at a computer workstation. Will also be expected to work outside the office in a field situation, and may be exposed to various elements of weather such as sun, wind, fog and rain. May be required to work on weekends or at night in response to emergency situations or to complete critical tasks.

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.

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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.)

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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