

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 09/Maintenance/Engineering	
WORKING TITLE District Maintenance Engineer	POSITION NUMBER 909-603-3161-001	REVISION DATE 11/07/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under general direction of the Deputy District Director for Maintenance and Operations, a Supervising Transportation Engineer, the incumbent will perform project and program management for all HM and corresponding State Highway Operations and Protective Programs SHOPP, act as the Major Damage and Protective Betterment Engineer and manage the District Culvert Inspection/Cleaning and Bridge programs. In addition to overall engineering expertise, and extensive dealings with the public and other agencies, the incumbent needs to have the flexibility to respond to incidents and emergencies as they occur.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First - Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - 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. (Enhance and Connect the Multimodal Transportation Network - Equity, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Equity, Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, 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 - Equity)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Innovation, Integrity)

TYPICAL DUTIES:

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

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25%	E	Performs program and project management for all HM funded projects and the associated SHOPP programs. Provides guidance and direction to staff and coordinates the development of the various Maintenance funded HM programs. Identify owner/operator needs and develop HM Five-Year Plans for the preservation of Roadway (HM-1), Bridge (HM-3), Roadside (HM-2-151), Drainage (HM-2-252), Electrical/Traffic Guidance (HM-4) and Maintenance Facilities (HM-5) in all counties of District 9. Five-Year Plans are developed per individual program guidelines, performance measures, project funding, field conditions and input from field Maintenance Regions and Maintenance Services liaisons. This includes participating in field reviews, constructability reviews, project development team meetings, and working with other functional units to ensure that these projects are being scoped and implemented appropriately. Incumbent also works collaboratively with the District Asset Manager to identify and develop SHOPP project scope for candidate projects, including those funded by SB-1. Coordinate with the District Asset Manager in providing technical guidance to the District on how to meet Asset Management requirements of the SHOPP, the SHOPP Ten-Year Project Book, and the HM Program.
25%	E	The incumbent collaborates with District's Maintenance Regions and Headquarters' Maintenance Division to address and prioritize district wide pavement needs to meet performance measures and goals identified as part of the HM, Ten Year SHOPP Plan, and SB-1 funding. Coordinate with other District Program Advisors to include satellite assets in pavement projects where feasible. Incumbent provides engineering response and services to the field maintenance operation in District 9. This involves responding as necessary to resolve field issues that may require an engineering solution, with particular emphasis on SB-1 funded Maintenance Activity Performance Plan (MAPP) categories. Acts as a liaison between field maintenance and construction, sometimes resolving disputes.
20%	E	Incumbent is responsible for the District 9 Major Damage/Emergency Response and other maintenance type projects as necessary. Act as the District Major Damage Manager on major events leading to damage of the highway system. Incumbent is the District Program Manager/Sponsor for the Major Damage and the Protective Betterments programs of the SHOPP. Provide assistance in Damage Assessment during major events such as fires, floods, storms, and hazmat spills. Responsible for the preparation of Director's Orders that initiates fixes for these events. Completion of Damage Assessment Forms and interaction with FHWA representatives will be required. Collaborates with Maintenance to identify projects that are beyond the efforts of State Forces. May be called upon to man the District's Emergency Operations Center during such events.
15%	E	Hire, supervise, direct, train, and approve the work of staff working remotely or in the office on engineering activities in support of Maintenance Engineering activities. Prepare performance reviews, develop individual development plans, and conduct safety meetings. Effectively communicate the expectations, knowledge, skills, and abilities required to perform duties. Identify staff job growth needs and provide opportunities for learning. Attend training courses, provide formal and informal training to others, participate in internal and external teams and committees, and attend staff and safety meetings. Provide legal support, including but not limited to interrogatories, depositions, and informed witness testimonies to Caltrans Legal Division regarding maintenance matters.
10%	E	Collaborate with the District's Culvert Inspection Program (CIP) Branch, Maintenance Regions, and Headquarters for the inspection and cleaning of culverts. Assess and validate culvert inventory data and condition before initiating projects, and report discrepancies. Collaborate with the District's Engineering branch in assessing culverts for their needs along with the associated costs. Program Advisor for Bridge Rehabilitation/Replacement Program, Bridge Scour Mitigation Program, Bridge Rail Upgrade Program, Bridge Widening Program and Bridge Seismic Restoration Program. Works closely with HQ Structures in the development of bridge projects. Advisor to the Bridge Maintenance crew to develop maintenance strategies.
5%	M	Incumbent deals with other agencies and the public by responding to telephone calls and letters from those concerned. Respond to inquiries, concerns, and complaints with regards to the pavement condition and projects. This may include on-site visits and evaluation with public and/or elected officials.

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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 position supervises the work of staff with varied classifications in providing maintenance engineering services to the District. This requires that the incumbent have the ability to act independently and exercise a high degree of professional judgment and initiative in the daily administration of his/her responsibilities. When delegated, the incumbent will assume the responsibilities of the Deputy District Director for Maintenance & Operations in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. The incumbent must be familiar with the principles of asset and performance management, advanced engineering, and project development processes, including conceptual, planning, and programming phases and milestones as well as project change requests and closeout. The incumbent must have a thorough knowledge of the Department's mission, goals, objectives, and policy direction; policies, procedures, and standards; federal and State laws, regulations, and concepts; all phases of a transportation project, including transportation planning, environmental, right of way, design, and construction; and principles and objectives of personnel management. The incumbent must have the ability to: plan, organize, and direct the work of a professional staff; track project schedules and costs; use personal computer applications including word processors, spreadsheets, Critical Path Method, and communication software; provide direction in a variety of activities to obtain program goals; communicate effectively, both verbally and in writing; develop and maintain cooperative working relationships with local, regional agencies, and public and private sectors; and analyze complex issues and recommend effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out assigned duties. Must be able to work independently as well as have the ability to quickly organize and motivate a team to confront a crisis situation. Consideration of all engineering data and other pertinent factors is crucial to reaching conclusions and taking appropriate actions. Without detailed supervision or review, the incumbent makes decisions and provides advice that alleviates tort liability from highway maintenance operations. Errors, poor engineering judgment, or failure to recognize and communicate critical issues could result in missed deadlines, loss of programmable funds and subsequent non delivery of projects. Incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of state time, equipment and materials. Improper performance of duties and /or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination. Errors in judgment regarding the application of sound maintenance, engineering and administrative decisions could cause unwarranted expenditure of program dollars and could adversely affect the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent establishes and maintains a close working relationship with other District Branches and Headquarters functions for the purpose of scheduling review of project work, assigning personnel, and coordinating other necessary activities. He/she maintains close coordination with district and consultant staff members, and local, regional, state, and federal agencies; meets with community groups, local elected officials and staff, private individuals, and other interested parties to discuss and resolve sensitive transportation problems; serves on various advisory committees and special assignments as required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to regularly sit for long periods of time using a keyboard and video display terminal and have the ability to focus for long periods of time. The changing work/funding situations require frequent reprogramming, rescheduling, or reassignment of work; therefore, the ability to work under pressure to motivate staff, to achieve milestones, and to deliver projects is essential. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The position also involves regular field reviews of district projects with field maintenance and other program advisors. The incumbent will need to be comfortable with slopes and confined spaces when accessing culverts and other locations. The incumbent will be required to drive a company vehicle on field reviews through mountainous areas for long periods of time. Employee may be expected to move field equipment weighing up to 50 pounds, occasional bending, stooping, kneeling, walking and digging while performing field surveys may be required. The incumbent will be required to handle conflicts related to projects in a Project Development Team and Consultant meeting setting. Must conduct oneself in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office under artificial light. May be required to travel within and outside of the District while attending meetings and various transportation related functions. Subject to normal climate conditions and exposure to dirt, noise, and/or extreme heat or cold. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. In-person attendance

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may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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