

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 53/Design/Office of Project Support	
WORKING TITLE Project Support Engineer	POSITION NUMBER 913-200-3161-013	EFFECTIVE DATE 01/03/2022

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, Office of Project Support, a Supervising Transportation Engineer, the incumbent is responsible for providing project direct support to assist in the delivery of quality transportation projects by district staff and external partners, including geometric design, performance-based analysis using the Highway Safety Manual, route matters and freeway agreements, approvals of nonstandard project contingencies, and approvals of non-delegated exceptions to the encroachment and utility policies. The incumbent is part of the Division of Design Resource Center and supports the Districts and the District Design Liaisons (DDLs) in the implementation of the Design Stewardship Agreements.

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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Advance Equity and Livibility in all Communities - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livibility in all Communities - Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Advance Equity and Livibility in all Communities - Engagement)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Cultivate Excellence - 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. (Safety First - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

30%	E	Provides guidance, advice, and support to the Districts/DDLs, internal and external stakeholders, and other functional areas in the application and interpretation of geometric design standards, exceptions to these standards, and other issues related to state-of-the-practice design. Coordinates with Headquarters Divisions, Districts/DDLs, local, regional, state, and federal agencies to resolve complex issues related to delivery and design of transportation projects as needed.
20%	E	Develops and implements statewide training materials and guidance documents for performance-based analysis using the Highway Safety Manual (HSM) to evaluate design alternatives and projects that propose nonstandard lane widths, nonstandard shoulder widths, or nonstandard geometric curve radii. Reviews district HSM analysis as requested.
20%	E	Analyzes non-delegated encroachment and utility policy exception requests to determine if submittals have sufficient engineering justification, and makes recommendations to the Chief, Office of Project Support for approval or denial of requests. Collaborates with other HQ divisions and external partners to develop and implement encroachment policies, guidance, and templates for alternative uses of State highway right-of-way.
20%	M	Provides guidance, advice, and support to the Districts/DDLs, internal and external stakeholders, and other functional areas on the requirements of the Project Development Procedures Manual, and the preparation of Project Initiation and Approval Documents for Route Matters (New Public Road Connections, Freeway Agreements, Relinquishments, and Route Adoptions). Processes Division of Design book items for CTC approval.
5%	M	Reviews districts' requests for nonstandard project contingencies, including the project risk registers, and makes recommendations to the Chief, Office of Project Support for approval or denial.
5%	M	Assists with performance reviews of EPE and other delegations under the district design delegation agreements.

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 has no direct supervision of others. When assigned work, the incumbent can act as a lead worker in coordinating with others in the District, headquarters, internal and external partners, stakeholders, etc. as needed to complete the assignment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Possession of a valid certificate of registration as a civil engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists.
- Knowledge of Caltrans' goals and objectives, organization, policies and procedures.
- Knowledge of Caltrans' Equal Employment Opportunities policies.
- Thorough knowledge of highway design standards and guidance.
- Thorough knowledge of the project development procedures, standards, policies, and guidance.
- Knowledge of interrelations between functions including Planning, Environmental, Design, Structures Design, Structures Architecture, Right of Way Engineering, Office Engineer, and Construction.
- Knowledge of the Highway Safety Manual.
- Knowledge of Federal Highway Administration project development procedures and program guidelines.
- Ability to analyze situations accurately, identify potential conflicts, and adopt an effective course of action, review project schedule and determine appropriate level and time of review, recognize issues that are significant and implement an effective course of action.
- Ability to use word processing and spreadsheet software and access and extract information from databases.
- Ability to establish and maintain cooperative working relationships.
- Ability to be flexible, work independently, and assume increasing responsibility.
- Ability to prepare reports and make effective presentations.
- Ability to develop effective training materials and deliver training to headquarters and district staff.
- Ability to speak and write effectively.
- Ability to review policy documents as related to the project development process.
- Ability to take initiative as a representative of the Division of Design Resource Center to communicate recommendations to achieve desired goals.
- Ability to organize work priorities to meet commitments.
- Ability to perform administrative tasks.

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer by the State of California and is in charge of the assigned work. The incumbent's decisions will have a direct impact on the quality and productivity of the office and the support provided to the District's/DDL's transportation products and to the safety of the traveling public. Errors in judgment and decisions could result in liability for the Department and undermine its credibility with the public and the California Transportation Commission.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to maintain contact with engineering and non-engineering functions at Headquarters, the District/DDL staff, outside agencies, external stakeholders, and consultants, as necessary to accomplish activities and duties of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This job will require interaction with other people. It is important that employees work with each other in a cooperative manner. Employee must have patience in dealing with people over the phone. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

The incumbent will be required to periodically travel in state as needed to support the Districts/DDLs.

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)

Tina M. Lucas

SUPERVISOR (Signature)

Tina M. Lucas

Digitally signed by Tina M. Lucas
Date: 2022.07.18 07:29:17 -07'00'

DATE

07/18/2022