

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 9 / Project Delivery / Engineering / Branch C	
WORKING TITLE Office Chief, Engineering - Branch C	POSITION NUMBER 909-201-3161-001	REVISION DATE 10/18/2024

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 Deputy District Director for Engineering, the Office Chief for Engineering Branch C supervises and directs the activities of staff in the performance of engineering services for the district that include the preparation of plans, specifications, estimates, design drawings, written documents, presentations, construction inspection, materials testing, contract administration, and other related work for transportation projects.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - 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. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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 - Engagement)
- **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 - Engagement, 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. (Cultivate Excellence - Engagement, Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Perform as a Design Manager supervising project engineers and staff working on projects within the district; direct, schedule, supervise, review, train, and approve the work of staff working remotely or in the office on engineering activities required for the delivery of project plans, specifications and estimates. Supervise and direct staff working on design drawings, written reports, presentations, and other engineering services for the district. Ensure design support during construction of projects produced.

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25%	E	Manage production of assigned project engineers and staff work meet quality expectation and project cost, scope, and schedules are met. Ensure work is coordinated with other departments such as Construction, Maintenance, Traffic, Environmental, Right of Way, and Surveys.
20%	E	Establish, motivate, evaluate, and communicate job performance of staff to ensure they meet standards and expectations according to policies and procedures. Prepare performance reviews, develop individual development plans, and conduct safety meetings. Effectively communicate the expectations, knowledge, skills, and abilities required. Identify staff job growth needs and provide opportunities for learning. Evaluate resource needs and make recommendations for hiring, work brokering, staff augmentation, or scheduling adjustments. Provide coaching, training, technical advice, and procedural guidance to staff to ensure quality projects are developed and delivered in conformance with departmental standards, policies, and regulations on time and within budget.
5%	M	Manage an office budget and ensure expenditures remain within allocations. Attend training courses, provide formal and/or informal training to staff and others, participate in internal and external teams and committees, and attend and participate in meetings such as staff, safety, project, and public meetings. Represent the District in board meetings or other meetings to discuss and develop solutions to issues of statewide importance.

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 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 Project Delivery in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**KNOWDEGE OF:**

- Various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance
- Caltrans design standards including, but not limited to, the Highway Design Manual, Construction Manual, delineation standards, Traffic Manual, the AASHTO manual for geometric design
- The function and organization of other work units within the department such as Environmental, Traffic, Surveys, Hydraulics, Right-of-Way, Office Engineer, Construction, and the Division of Engineering Services
- Project management concepts, transportation economics and financing, project scheduling and resources
- Factors which influence the impact of transportation facilities on the environment, the community and the economy
- Computer software programs which include Microstation, Caice, Microsoft Word and Excel
- Principles and techniques of personnel management and supervision
- Department's Equal Employment Opportunity Program objectives
- A supervisor's role in EEO, health and safety and labor relations programs and the processes available to meet their objectives

ABILITY TO:

- Plan prioritize, coordinate, and direct the work of others
- Analyze situations accurately and adopt an effective course of action
- Use good judgment and interpersonal skills to professionally represent Caltrans in a variety of settings
- Act independently, professionally, provide exceptional customer service and build partnerships internally among Caltrans' District, Regional, and Corporate Headquarters staff as well as with external customers and the public
- Communicate effectively, both orally and in writing
- Make effective presentations and prepare correspondence and reports
- Effectively contribute to the Department's EEO objectives.

ANALYTICAL SKILLS:

- Assure that the applicable laws, rules, regulations, policies and procedures pertaining to engineering of transportation project development are followed
- Interpret complex legislation, guidelines, and manuals related to various aspects of transportation project development
- Research, interpret, and report data in an accurate and objective manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of poor judgment and decisions, or failing to identify and resolve issues early, are possible project delays and/or cost increases, inappropriate solutions to transportation problems, and potentially loss of transportation funds. This type of

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failure will lead to a lack of credibility with Regional and Corporate Headquarters functions, the California Transportation Commission, local agencies, and the public, thereby affecting Caltrans' ability to deliver its Capital and Highway Maintenance programs.

PUBLIC AND INTERNAL CONTACTS

This position requires frequently meeting and communicating with Local, State, and Federal governmental agencies, Caltrans Headquarters, District and other Department staff, elected officials, media and the public for projects upon which the incumbent will be working. The incumbent may represent the District to provide information at local agency meetings and public forums.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- The incumbent may be required to sit or stand for periods of time, use a personal computer and attend meetings.
 - The incumbent may be required to travel for long periods of time to review projects and attend meetings, both day and evenings.
 - Must be able to develop and maintain cooperative working relationships.
 - Must have the ability to focus and concentrate for long periods of time.
 - Must quickly grasp new information and comprehend technical policy and procedural documents.
 - Must have the ability to work under pressure to multi-task and adapt to changes in priorities and to complete tasks with short notice.
 - Must have the ability to work independently to accomplish assignments.
 - Must be able to adapt to unexpected changes in work situations that may result in project rescheduling and resource assignments.
 - Must have an ability to interact with many people, often in a highly intense and emotionally charged situation, while maintaining a calm and diplomatic attitude.
 - The incumbent may be required to move large or heavy files and displays from one location to another.
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WORK ENVIRONMENT

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

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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.)

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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