

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Office of Guidance and Oversight	
WORKING TITLE Preliminary Engineering Oversight Engineer (Specialist)	POSITION NUMBER 913-110-3161-048	REVISION DATE 11/08/2024

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 general direction of the Chief, Office of Guidance and Oversight, a Supervising Transportation Engineer, the Preliminary Engineering Oversight Engineer (Senior Transportation Engineer) is responsible for providing preliminary engineering and project development guidance, oversight and monitoring of local agency federal-aid and State funded transportation projects to ensure compliance with federal and State regulations. Preliminary Engineering oversight and monitoring will be performed in accordance with the Local Assistance Procedures Manual (LAPM), Local Assistance Program Guidelines (LAPG), and other approved documents. The incumbent will serve as the subject matter expert for the Division of Local Assistance (DLA) in multiple areas related to the preliminary engineering and project development of federal and State funded transportation projects throughout the State of California. Travel is required.

**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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Innovation, Integrity)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - 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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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35%	E	<p>Develop and provide new guidance on preliminary engineering and project development policies and procedures with the implementation of new policies and procedures to ensure DLA and its partners are in compliance with federal and State requirements.</p> <p>Provide preliminary engineering and project development details and guidance regarding existing policy and procedures and respond to inquiries from the districts engineering staff, local agencies, and other organizations.</p> <p>Review local agency project Plan, Specification and Estimate ( PS&amp;E) package and other related documents deemed high risk as identified through various federal and State process reviews or through other means.</p> <p>Perform preliminary engineering oversight and monitoring of local agency federal-aid projects and State only funded (SOF) projects under project development phase.</p>
25%	E	<p>Conduct interview with local agencies' engineering staff and evaluate the agencies' performance and compliance with federal and State requirements. If deficiencies are identified in the local agency project, work with Caltrans District Local Assistance Engineer's (DLAE's) to develop appropriate action plan, including corrective actions by local agency, and potential sanctions against the agency.</p> <p>Coordinate with District and Local Agencies engineering groups to conduct preliminary engineering and project development annual performance review to monitor progress in the subject area and identify any deficiency. Lead the annual performance review and develop the final reports identifying deficiencies, trends, and corrective recommendations. Based on the results from the annual performance reviews, direct and organize changes in the Local Assistance Procedures Manual (LAPM), Local Assistance Program Guidelines (LAPG), Local Program Procedures (LPP's), Office Bulletins, and correspondence to FHWA, Caltrans, and the local agencies.</p>
15%	E	<p>Participate on various engineering and technical committees and lead multi-disciplinary teams to develop and/or improve DLA's preliminary engineering and project development guidelines and procedures.</p>
15%	E	<p>Work with the team in developing and providing multiple training related to preliminary engineering and project development offered to the districts and local agencies.</p>
5%	M	<p>Present information to the Federal Highway Administration (FHWA) and other governmental agencies on preliminary engineering oversight related issues as required, and represent DLA at meetings. Serve on committees for other DLA, FHWA, or other stakeholder groups.</p>
5%	M	<p>Take part in the activities that include but are not limited to the following list to ensure proper succession planning and workforce development:</p> <ul style="list-style-type: none"> <li>- Ensure desk procedures are updated to support succession planning</li> <li>- Participate in the Caltrans mentorship program as a mentor to develop a culture of succession planning</li> <li>- Train and designate back-up(s) to act in incumbent's absence</li> <li>- Volunteer for DLA organizational assessment initiative</li> <li>- Work with Districts to develop cross-training opportunities</li> <li>- Develop a "skeleton" duty statement for each position so it may be updated with the potential intent of multiple classifications participating in cross-training</li> </ul>

<sup>1</sup>ESSENTIAL 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 provides functional direction and general assistance to the districts and divisions involved in the Local Assistance program. The incumbent does not provide direct supervision to any employees, but will serve as a lead worker and provide direction to other as assigned. The incumbent coaches and mentors staff, implements succession planning, and fosters a positive work environment.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Preliminary engineering oversight and monitoring of local agency federal and State funded transportation improvement projects will require the incumbent to be abreast of performing a wide array of analysis in planning his/her area's activities.

-The incumbent develops policy and procedures, conducts performance reviews and recommends solutions to politically sensitive matters. Must have the ability to lead multi-disciplinary teams in developing policy and procedures and communicate to internal and external agencies.

-The incumbent should be knowledgeable regarding the latest engineering practices and administrative policies required to produce effective policy and procedures that are acceptable to local agencies, Caltrans, and/or the FHWA. Knowledge of Caltrans' role in administering the Local Assistance program is essential. An understanding of project development procedures; American Association State Highway Transportation Officials (AASHTO), Caltrans, and local agency design standards; and other

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laws, rules, regulations, policy and procedures as they pertain to development of Local Assistance projects is preferred.

- Must be familiar with Caltrans Local Assistance's roles and responsibilities in the oversight of projects administered by local agencies off the state highway system.
- Must be familiar with the assigned responsibilities of the Office, related to department goals, objectives, policies and standards and initiate measures to remedy deficiencies when appropriate.
- Must have knowledge of the internal working arrangements of a typical Caltrans District Local Assistance Engineer office.
- Must be familiar with federal aid transportation project requirements.
- Must be familiar with the project development requirements for local agency transportation improvement projects funded with federal-aid funds and State only funds.
- Must be able to interact well and work effectively with others in a cooperative manner.
- Must be able to communicate clearly and concisely in writing and in person and produce accurate reports in a timely manner.
- Must be able to use a wide variety of reference materials and have the ability to extract specific information for application.
- Ability to learn and implement the latest changes.
- The work and responsibilities of this position require knowledge in project development, programming, maintenance and construction. This person must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations in all issues related to the development of local agency infrastructure projects.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and consequences inherent in planning, organizing, and directing Local Assistance program activities. Responsible for using professional judgment in making decisions. Errors in judgment and decisions may cause loss of project funding from federal-aid sources, and / or create incompatibility with federal, state or local laws and requirements i.e. compliance with Americans with Disabilities Act.

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### PUBLIC AND INTERNAL CONTACTS

Maintain continuing relationships with many different staff levels within the Department both in Headquarters, Districts, and FHWA while providing assistance and policy interpretation in matters concerning assigned responsibilities. Coordinate activities with agencies outside of the Department in accomplishing partnership and mutual goals. Maintain communication with clients, including written and oral presentations.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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 without escalating tensions. Must be able to effectively communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor or while reading, preparing, or reviewing documents or attending meetings. Field activities may require walking, climbing, and balancing. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must be able to handle a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

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### WORK ENVIRONMENT

Most of the jobs in the Division require interaction with many people. It is important that employees work effectively with others in a cooperative manner.

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. The work environment may include both office and field environments, including transportation construction zones. In the field the incumbent may experience all climatic conditions, including rain or snow. Incumbent may be required to travel to district offices, offices of other state or federal agencies within or outside the assigned geographical area, or other meeting facilities, and / or to the sites of proposed projects. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

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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.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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