

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Office of Project Management Oversight - North/South	
WORKING TITLE Area Engineer (Specialist)	POSITION NUMBER 913-110-3161-030	REVISION DATE 07/15/2024

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 a Supervising Transportation Engineer (Chief of the Office of Project Implementation North/South), the Senior Transportation Engineer is responsible for working with districts, cities, counties, transportation planning organization staff, other Headquarters units, and the Federal Highway Administration (FHWA). The incumbent is responsible for reviewing and approving project information and processing the necessary documents in order to ensure the assigned Local Assistance Projects are in compliance with Federal and State regulations. Incumbent must be in possession of and maintain a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

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 - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Innovation)
- **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. (Advance Equity and Livability in all Communities - Equity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Advance Equity and Livability in all Communities - 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 - Engagement)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Cultivate Excellence - Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Advance Equity and Livability in all Communities - Pride)

TYPICAL DUTIES:

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

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40%	E	Responsible for project authorization on behalf of Caltrans, execution of project agreements with Local Agencies and making recommendations for project allocations to the California Transportation Commission (CTC). Coordinate with District Local Assistance Engineers (DLAEs) on activities related to Project Implementation. Employ technical engineering expertise to perform final Caltrans engineering review for completeness and accuracy of funding and allocation requests such as Request for Authorization, E76s (Authorization to proceed) for Preliminary Engineering (PE), Right of Way (R/W), Utility Relocation and Construction (Con), Federal Transit Administration (FTA) Transfers, California Transportation Commission (CTC) Allocations, SB-45 (Senate Bill) Fund Transfers, Active Transportation Program (ATP) allocation and others. Review Planning, Programming, Right of Way, Environmental, Engineering and Finance documents related to the funding requests. Approve these requests on behalf of Caltrans and transmit along with all required documents in the Federal Aid Database System (FADS), the Financial Management Information System (FMIS) to FHWA and Caltrans Division of Budgets, review and update statewide Local Assistance Project Database (LP2000). Review and execute Match Exchange, Freeway Service Patrol and other agreements on engineering projects. Assign LoCode for new agencies.
25%	E	As a lead worker, provide on-the-job training and review completed work assignments. May direct the activities of Retired Annuitants and/or Student Assistants. Provide instructions for the execution of Master Agreements and Program Supplement Agreements for engineering projects including project folder creation, document requirements, mailings and agreement processing
20%	E	Provides policy and procedural guidance and training to District staff, HQ staff and Local Agencies. Review and revise existing, and develop new policies and procedures related to Project Implementation when needed. Assist other Offices within Division of Local Assistance in developing/changing the policies, procedures, and guidelines related to Local Assistance engineering projects and share that information with District Local Assistance Engineers (DLAEs). Participates with FHWA and/or Audits on process reviews of local agency files.
10%	E	Perform complex engineering studies and develop technical procedures to assist the Office Chief as required. Process requests from Districts such as Tapered/Flexible match, requests to close projects in Preliminary Engineering (PE) without repayment, etc. Coordinate with FHWA, Local Agencies, Caltrans HQ functional units and Districts to resolve individual project requests or agreement issues.
5%	M	Under general direction of the Division Chief for the Division of Local Assistance, the Senior Transportation Engineer will act on behalf of the Chief of the Project Implementation Office North/South during his/her absence. Under general supervision of the Office Chief, the Senior Transportation Engineer will also act on behalf of other engineers in the office handling those duties that cannot or should not be delayed for an extended period of time. Analyze office procedures and processes for efficiency and effectiveness and make recommendations for improvement.

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 is not designated Supervisory. The incumbent coordinates with other staff at Caltrans and outside Caltrans partners to ensure project implementation coaches and mentors staff, and serves as the lead for items that the office is responsible for.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Must have strong professional work experience in the fields of transportation/civil engineering such as construction engineering, geotechnical engineering and design, structural engineering and design, environmental engineering, traffic engineering, and project management.
- Must have experience in managing federal-aid transportation projects.
- Must have understanding of economics, financing, federal aid transportation project implementation requirements, and Federal and State laws regulating the activities of local agency projects.
- Must have knowledge of various phases of transportation systems planning and engineering work related to project development, programming, maintenance and construction.
- Must have knowledge of project development procedures, AASHTO, Caltrans, and local agency engineering design standards and Federal and State environmental requirements for advancement of transportation projects. Must have knowledge of the internal working arrangements of a typical Caltrans district operation.
- Must have an understanding of the Local Assistance Program and Project Delivery; responsibilities of project managers, functional managers and project management support units; the local project management process; the local project development process; and supporting processes including the Federal authorization/obligation process and project funding.

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- Must have knowledge of the latest engineering practices and administrative policies required to produce timely and effective studies and reports that are acceptable to local agencies, Caltrans, and/or the FHWA.
 - Must be proficient in word processing, spreadsheets and databases using PC computers.
 - Must have the ability to understand and implement Office, Division and Department goals, strategic plan, objectives, policies and standards.
 - Must have ability 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 project implementation.
 - Must be able to investigate, research, and stay abreast of the changes in the federal and state laws related to transportation.
 - Must have the ability to use professional judgment in making decisions. Must have the ability to analyze situations accurately and adopt an effective course of action. Must have the ability to analyze facts and data and from these develop recommendations, technical correspondence and comprehensive reports. Must be able to expand on the practical application of written policies, procedures and standards, and also be able to prepare issue papers, exception requests and reports recommending changes to existing procedures and standards when necessary.
 - Must have the ability to take independent action and initiative in carrying out regular assigned duties related to program implementation.
 - Must have the ability to prepare correspondence, present comprehensive reports, address audiences and communicate effectively.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for project authorization, execution of project agreements and making recommendations for project allocations to CTC. Incorrect decisions could impact the funding eligibility, loss of funds, project delivery delays of local projects. Incorrect decisions could impact the Department's credibility and image to the public and transportation users.

PUBLIC AND INTERNAL CONTACTS

This position maintains regular contacts with a large number of personnel in Caltrans, both in the Districts and in Headquarters and Federal Highway Administration. This position has contacts with local agencies and other federal and state agencies. This position responds to inquiries from the public and local agencies regarding project authorization and implementation. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee is required to sit for long periods of time using a keyboard and video display terminal. Performing duties for this position requires regular punctual presence at the office site. Mental requirements may include sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc. Emotional requirements may include 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.

WORK ENVIRONMENT

The incumbent works in front of a computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance 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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd location. Business travel reimbursements considers an employee's designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.)

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