

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Construction Support	
WORKING TITLE Construction Applications Specialist	POSITION NUMBER 904-501-3161-XXX	REVISION DATE

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 direction of a Supervising Transportation Engineer, the Senior Transportation Engineer (Specialist) performs difficult and complex engineering work related to transportation projects with specific responsibility for developing and managing the Division of Construction web applications and systems for the Office of Construction Support. These applications and systems include existing systems for Division of Construction projects administration, capital support costs and estimating, and data management for imported Caltrans expenditure data and workload (PRSM, CAS and EFIS). Development and management of these systems will entail leadwork for consultant efforts as well as training of CT staff in SQL Server and web applications.

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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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 - 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **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, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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30%	E	Develop and maintain Division of Construction project management tools and processes. Duties will include identifying, evaluating, resolving, and documenting Construction project management business process needs; developing and maintaining project delivery tools to meet engineering business process needs and providing documentation, guidance, and training on the use of these tools. Review processes on an annual basis to identify improvements to processes and tools that will result in increased efficiency of project delivery efforts in Division of Construction.
30%	E	Develop and Manage web applications for Division of Construction project management processes including earned value metrics, internal milestone management, capital support cost management, project direct expenditures, performance metrics, and key performance indicators. Collaborate and communicate with Division of Construction and District stakeholders to identify value of processes, desired enhancements in engineering applications, project management business needs, and strategic objectives.
20%	E	Lead efforts of consultants and State staff in development and maintenance of project management tools and applications. Provide expert engineering advice on project management processes, data management and performance indicators. Implementation and maintenance D4CON website including: regular updates, new postings, design changes and document links, etc.
15%	E	Participate in and chair various teams and committees within Caltrans related to project management, project delivery, and performance metrics.
5%	M	Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope of the office as required.

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 does not supervise others. Will be lead worker for engineering staff and consultants engaged in maintenance and delivery of Division Of Construction project management systems.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of project management processes and data including Division of Construction' business processes for managing its cost, scope, schedule. Must have knowledge of Departmental tools and procedures that assist in delivery of projects on-time and within budget.

Must have a thorough working knowledge of SQL Server database management system, SQL Server Integration and Reporting Services, Microsoft web application build tools and Office Suite, and the various systems in Division of Construction that employ these products.

Must have a thorough knowledge of the role of Division of Construction in project delivery. Incumbent should be familiar with the various sub-divisions within Division of Construction and understand the products and processes for each as it relates to project delivery and management. Must have knowledge of performance indicators for Division of Construction and understanding of how those indicators impact project delivery.

Must have working knowledge of IT deliverables and processes as well as IT policies, procedures and organization. Must have experience and a working knowledge and understanding of computer terminology, computer programming, relational data management, desktop hardware and software, and networking.

Must have thorough knowledge of the development, implementation and maintenance of IT systems. Must have the ability to construct databases and web applications using IT approved products.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Division of Construction is responsible for Construction's project delivery on all Caltrans projects. The Sr. Transportation Engineer Specialist maintains tools and processes that are critical to the successful delivery of those projects. Errors can result in delays in delivery and over runs in cost that jeopardize delivery of those projects as well as programming for future contracts.

PUBLIC AND INTERNAL CONTACTS

This position requires contact with personnel representing the various Department programs and service centers, District representatives, the technical standards committees, Federal Highway Administration (FHWA), and the California Transportation Commission (CTC).

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings.

Must be able to adapt to changes in priorities and complete tasks or projects with short notice and work with others in a cooperative manner. The Sr. TE Specialist 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 yet remain optimistic and persistent, even under adversity.

The incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The Sr. TE Specialist will value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, Division of Construction adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public.

This position may be eligible for hybrid telework. The amount of hybrid telework is at the discretion of the Department and based on Caltrans's current hybrid telework policy. While Caltrans supports hybrid 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 incumbent may be required to conduct business travel on behalf of the Department or commute to the headquartered 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 headquartered location will be the responsibility of the incumbent.

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

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