

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 04/Maintenance/Maintenance Services	
WORKING TITLE Maintenance Agreement Branch Chief	POSITION NUMBER 904-605-3161-xxx	REVISION DATE 11/05/2024

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:

In the Office of Maintenance Services, under the general direction of the Office Chief, a Supervising Transportation Engineer, In the Office of Maintenance Services, under the general direction of the Office Chief, a Supervising Transportation Engineer, the incumbent serves as the Branch Chief of the Maintenance Agreements unit, Responsible for the unit drafting various maintenance agreements with local agencies, processing local agencies' delegated maintenance invoices for payment, providing engineering support to field and office staffs In the areas of maintenance agreements, legal coordination, utility audits, project development, complaint and inquiry investigations, and other reviews and investigations. The percentages of time spent on duties outlined above are as follows:

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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence - Engagement, Equity, 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)
- **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, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

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

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45%	E	General Administrative and Supervises the Maintenance Agreements unit, responsible for negotiating, preparing, executing various maintenance agreements with local agencies, encumbering funds, reviewing and processing local agencies' invoices for delegated maintenance; and reviewing various project documents including project initiation documents, project plans and encroachment permit applications to ensure maintenance agreement requirements are being addressed.
15%	E	Project Reviews: Represent the Office of Maintenance Services on Project Development Teams. Review responses from Maintenance Services staff on Plans Specifications & Evaluations (PS&E) and encroachment permit project reviews.
20%	E	Agreements: Review draft Cooperative Agreement circulations. Review draft Maintenance Agreement circulations. Legal Support: Provide expertise on maintenance practices to department legal staff in support of litigation cases. Public Complaints: Receive reports or requests for needed maintenance from the public or partner agencies. Determine whether the location in question is department responsibility and direct to appropriate staff or agency for further action.
10%	E	Helps with management of the Emergency Response Center (EOC). Respond to the EOC or other location as appropriate for any emergency occurrences.
10%	M	Special Engineering Assignments: As assigned by the Office Chief, special assignments in support of maintenance activities and operations.

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

Supervises up to 6 Transportation Engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Registration as a Civil Engineer is required. The incumbent must have detailed knowledge of design standards, construction practices, and maintenance operations of highway facilities. He/she must be familiar with project development and programming procedures. He/she should be able to practice the principles and techniques of personnel management and supervision and should have excellent written and oral communication skills. Combination of engineering and administrative knowledge is required to review, prioritize, and implement maintenance construction projects. Knowledge of environmental rules, regulations, and laws is required to assure compliance. A high level of expertise is required in negotiating terms and details of various project elements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in the performance of his/her duties or those of his/her staff could have serious consequences. The integrity and credibility of the Department are highly visible. Responses to complaints and inquiries must be carefully outlined when affecting a legal action. Decisions on sensitive technical and/or engineering matters must be carefully formulated. Errors in judgement could result in the State being liable for expensive maintenance problems to correct.

PUBLIC AND INTERNAL CONTACTS

This position requires a wide span of contacts with outside agencies, the public, and Headquarters and District personnel on a daily basis. As the engineering arm of the Office of Maintenance Services, most contacts with Maintenance are initially routed to the Maintenance Engineering Branch for action or further referrals. The incumbent represents Maintenance at meetings with federal, state, local agencies, and other private groups and individuals. Negotiations with local agencies are becoming increasingly difficult and are very sensitive in nature. Public contacts are usually in an initial confrontational atmosphere on the public's part and involve an awareness of the appropriate balance between State rules and regulations and the unique situation under consideration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must assimilate and evaluate technical and procedural data from various resources to make objective recommendations. Employee may be required to sit for long periods of time using a keyboard and video display terminal; must be able to organize and prioritize work, formulate effective strategies and apply innovative solutions to make improvements; may work in intense situations and must maintain focus during emergency situations and training practices to adapt plans in response to changing priorities or unexpected obstacles; must be able to develop and maintain cooperative working relationships.

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WORK ENVIRONMENT

The work setting is typically an open space in a climate-controlled office and occasionally includes work outdoors within state right of way. Meetings may be held at various sites statewide. Travel maybe required.

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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