

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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| CLASSIFICATION TITLE Supervising Trans Electrical Eng | OFFICE/BRANCH/SECTION Maintenance/Field Technical Support/TMS Maintenance | |
| WORKING TITLE Office Chief, Transportation Management Systems Maintenance | POSITION NUMBER 913-630-3156-001 | 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 general direction of the Deputy Division Chief, Division of Maintenance, the Supervising Transportation Electrical Engineer serves as the statewide program manager for the maintenance of Transportation Management Systems (TMS) infrastructure, other traffic related electrical systems such as roadway/street lighting and traffic signals. The incumbent provides leadership, technical expertise and guidance as it relates to electrical and electronic components of TMS, highway lighting, traffic and control systems. In partnership with the districts and other divisions, provides leadership with the development and maintenance of the Department's State Highway Systems Management Plan (SHSMP) and asset management plans. Attends and participates in statewide meetings, reviews, performs research, and provides input to activities and documents pertaining to: Strategic Plans; Departmental, Division, and Office policies, procedures, and reports; research projects; relevant committees; and legislative documents. In partnership with district practitioners, divisions, and local agencies, the incumbent provides leadership and guidance in continuously transforming the Department's TMS into a high-performing and integrated multi-modal transportation system for the State of California. The incumbent is responsible for managing, organizing, planning, directing, and evaluating comprehensive engineering support services for Highway Maintenance (HM) Electrical and HM TMS programs.

CORE COMPETENCIES:

As a Supervising Trans Electrical Eng, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M) ¹ | Job Description |
|------------|---|---|
| 30% | E | Sets strategic direction for the Office of TMS Maintenance. Develops and implements office goals, performance measures, and targets in alignment with the Division of Maintenance, and the department strategic plans. Manages, supervises, and directs the work of a professional staff responsible for providing engineering, technical, and support services for the maintenance of TMS and other electrical and non-electrical traffic related systems. Clearly and continuously communicates the Department's mission, vision, goals, and strategic management plan. Ensures that staff is familiar with the Division's business plan and processes, and that staff understands the Division and Office expectations. Schedules work assignments, establishes priorities, and directs the work of staff making necessary adjustments as priorities change. Encourages innovative solutions from staff and serves as a role model by striving for continuous improvement. Provides feedback on job performance through regular monitoring of employee productivity and workload. Completes timely probation reports and individual development plans and provides training opportunities for the office. Develop program guidance and provide oversight of the maintenance of electrical field elements (traffic signals, changeable message signs, ramp meters, vehicle detectors, highway lighting), traffic guidance (signs, delineators, striping, and pavement markings) and traffic safety devices (barriers, guardrail, crash cushions, and end treatments). |
| 30% | E | Responsible for the statewide management of HM Electrical and HM TMS programs. Recommends changes in policies and procedures, and resource allocation. Monitor and analyze expenditures and performance to ensure the best business process. Provide technical assistance to District personnel regarding new development products, equipment, and innovative materials. Develop program guidance and provide oversight of the maintenance of electrical field elements; traffic signals, changeable message signs, ramp meters, vehicle detectors, and highway lighting. |
| 20% | E | In partnership with the Division of Traffic Operations, provides technical direction for the specification and acquisition of uniform TMS infrastructure statewide. Provides technical expertise for the life cycle planning of TMS field elements, communications, and central monitoring systems. Ensures that monitoring programs and processes are in place to measure system reliability, maintainability, and performance. Maintains accurate inventories of TMS, Traffic Operations System Network (TOSNET), and other electrical systems assets. Monitors and develops reports on TMS performance and makes recommendations to resolve performance issues. The incumbent works in close partnership with Transportation Asset Management Plan (TAMP) to develop needs assessment and an investment plan for the maintenance of the Department's TMS infrastructure. |
| 10% | E | Partners with Electrical Maintenance, Construction, Design, and Traffic Operations staff to help develop projects and ensure successful project implementation. Supports approval of TMS and traffic guidance systems development, operation, and maintenance by working with the Department of Finance, Office of State Chief Information Officer, Department of Technology Services, Legislative Analyst Office, Caltrans Budgets, and Caltrans IT, Construction, Maintenance, Caltrans Warehouse, Division of Procurement and Contracts (DPAC), Legal, Right of Way, etc. Leads and coordinates statewide information gathering and report development in support of budget change proposals, finance letters, feasibility study reports, audits, inventories, inquiries, and other documentation as required by control agencies. |
| 5% | E | Identify problems and areas of deficiencies in maintenance operations. Provide advice, recommendations, special briefings, and reports to top management in Headquarters, District Directors, and District Maintenance staff on resolutions. Review, advise, and make recommendations to resolve unique and difficult problems regarding maintenance activities. |

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5% M Acts for the Deputy Division Chief when required, and assists the Deputy Division Chief with the review, research, and preparation of responses and inquiries to policies, governmental legislation, and other matters associated with the Office of Roadway Maintenance. Serves as a Caltrans representative on committees including those sponsored by Federal Highway Administration, Highway Research Program, and the American Association of State Highway and Transportation Officials. Reviews legislative bills.

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 supervises and provides direction to a professional staff of engineers and field maintenance classifications. Provides functional direction to various district staff, including TMS support units, electrical maintenance units, maintenance special crew units, and other district maintenance units responsible for maintaining the systems in the K family.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a professional Engineer in Electrical Engineering issued by the California Board of Registration for Professional Engineers.

Knowledge of general principles and techniques in managing and maintaining technology programs and projects for electrical, electronics and communication systems in a large organization; and the concepts for developing and operating state-of-the art transportation management systems.

Ability to administer an engineering program; plan and direct the work of others; work effectively with others as an interdisciplinary team member; express ideas and communicate effectively both orally and in writing; prepare technical correspondence and comprehensive reports; address an audience effectively and participate in public presentations.

Ability to analyze situations accurately and adopt an effective course of action; effectively contribute to the department's safety, health, equal opportunity, and labor relations objectives.

The work and responsibilities assigned to this position require a high degree of Maintenance operations expertise and understanding. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources, to develop alternative sources of action and make objective recommendations in all issues relating to Maintenance operations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the reliability and accuracy of all actions, decisions, and recommendations in his/her capacity. Proper use of equipment, correct methods analysis, and timely meeting of all deadlines. Inappropriate decisions or errors of judgment may lead to the loss of time and the ability to solve critical problems which will adversely affect the payback of expended effort and the loss of opportunities to increase the transportation efficiency and safety.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with district and headquarters personnel is required to keep abreast of the needs and program requirements of the Department. Contact with: federal, state, county and legislative agencies and departments; public utilities; and telecommunications companies are required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The workload is occasionally subject to substantial, and unexpected changes within a short time period which requires that the incumbent quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to work effectively under pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and value cultural diversity and other individual differences in the workforce.

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent will occasional lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of responsibilities associated with the position.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent must be willing to work outside normal working hours as needed. The environment is fast-paced, demanding and busy; and requires considerable flexibility in managing time, priorities, and assignments.

The incumbent will be required to travel to meetings and provide training in classroom settings in other office buildings or sites and may be exposed to uneven surfaces, noise, and varying temperatures. The incumbent may occasionally travel out of state.

ADA Notice

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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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