

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 56/Maintenance/Pavement/Pavement Recycling & JOC	
WORKING TITLE JOC HM Program Advisor	POSITION NUMBER 913-601-3161-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 the Chief of the Office of Pavement Recycling & Job Order Contracting, the Senior Transportation Engineer is a technical expert for Caltrans who is responsible for the implementation of department's Job Order Contracting (JOC) project delivery within the Highway Maintenance (HM) program. The incumbent is to perform difficult and complex engineering work in a specialist capacity to implement JOC delivery program, construction contract documents and guidelines; proposed project construction and design analysis methods; and oversee specialized project delivery and quality management.

The incumbent will perform, coordinate, and/or monitor technical studies and prepare and review reports on complex problems/issues relating to JOC projects and prepare work plans and monitor progress to assure timely delivery of projects and other assignments. Coordinates findings from completed projects and assists in improvements to JOC policies and procedures to address findings. In cooperation with other Division Office Chiefs, and Headquarters and District functional units, incumbent is expected to make technical, engineering decisions in pursuing a course of action that will most effectively and efficiently serve Departmental and Division goals and objectives.

**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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, 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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (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, Integrity, Pride)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (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)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Innovation, Integrity, Pride)

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- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (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)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Manage, with direction from Office Chief and in coordination with other Headquarters functional units, Districts, Regions, and external partners, the implementation of new alternative contracting processes such as job ordering contracting and products to improve the delivery of quality transportation projects. Provide technical engineering advice, assistance and recommendations to the Office Chief and other upper level management on the establishment and implementation of these new and innovative statewide policies, standards, procedures, guidelines and practices. Create computer-based tools to provide technical analyses of policies, standards, and etcetera. Must have extensive experience in Department's current policies, programs, standards and engineering concepts in order to be able to make recommendations for implementing alternative contracting methods in these areas. Must be able to analyze accurately engineering situations, data, best practices and lessons learned on projects delivered utilizing job order contracting and lead a work group to develop an effective course of action.
30% E	Serves as a primary staff specialist in the development and implementation of statewide policy, standards, procedures, training, program oversight and intergovernmental agency liaison for job order contracting. Act as a liaison between all HM programs within the Division of Maintenance. Participate and encourage open dialogue between districts and external partners regarding job order contracting recommendations and engineering solutions via meetings, workshops, seminars, training, etc.
20% E	Coordinate with Headquarters Divisions; Districts; and local, regional, state and federal agencies to resolve complex policy related to alternative delivery of HM program projects as needed. Incumbent must be able to evaluate complex policy issues related to alternative contract delivery, work with representatives from other functional units to develop possible solutions, evaluate the impacts of possible solutions, and recommend a proposed solution. Assist in the development of engineering contract documents for alternative contracting methods including engineering specifications.
10% E	Coordinates the Department's efforts in in-place recycling. Plans, coordinates and implement strategies for the use of recycled materials in design, construction, maintenance and rehabilitation of asphalt pavements. Leads the development of training to the districts and Headquarters (HQ) staff on in-place recycling.
5% M	Participate in process reviews of Districts/Regions to identify quality improvements in policies and processes in project delivery, as well as to monitor established performance measures. Evaluate engineering processes and procedures, make a determination as to whether these are working, and whether changes are needed.
5% M	Analyze data and prepare special engineering reports, correspondence, bill analyses, issue papers and briefing reports for the public, Legislature, FHWA and departmental management. Make effective presentations.

<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**

Incumbent is not responsible for direct supervision of staff. Incumbent may act as a lead worker and/or direct work of lower level staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a thorough knowledge of Caltrans' organization, transportation engineering, Departmental policies, transportation economics and procedures. A broad and in-depth knowledge of the Department's project delivery design, construction, policies, procedures, standards, and other factors relating to the delivery of transportation facilities is essential. A detailed knowledge of organizational relationships and engineering functions internal and external to the Department that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is a must. Knowledge of state and federal statutes and regulations as they pertain to the delivery of transportation projects is highly desirable.

Based on experience and expertise, must be able to act independently and exercise good professional judgment to prioritize

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issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties. Must be creative and innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvement to achieve program goals. The incumbent must be able to assimilate technical and procedural input from various sources, evaluate that input, develop alternative courses of action, and make objective recommendations on issues relating to accelerating project delivery. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. The incumbent must effectively communicate with department management, industry representatives, the general public, Federal, State and local agencies on issues involving transportation facilities. The incumbent must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for independent action and decisions in special studies and procurements relating to HM project delivery. Inadequate consideration of all relevant factors could result in economic loss to users as well as loss of credibility with public agencies and the general public.

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### **PUBLIC AND INTERNAL CONTACTS**

The incumbent must maintain continuous personal contact and cooperative working relationships with Districts, Regions, and Headquarters personnel and management. Establishment of personal contacts and working relationship with outside agencies and organizations may be necessary. In addition, the individual must effectively communicate with the general public, the Legislature, management, industry representatives and others on issues involving complex transportation issues.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

This position will require an excellent state of mind and the ability to make clear, timely judgments under pressure. It also requires teamwork orientation to openly discuss issues and reach consensus. May require traveling to the Districts periodically.

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### **WORK ENVIRONMENT**

The incumbent will work in a climate-controlled office under artificial lighting. The use of a computer is essential. Travel to the Districts and the conferences will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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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.)

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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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