

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 12/Construction Administration	
WORKING TITLE Senior Construction Engineer - Construction Administration	POSITION NUMBER 912-501-3161-003	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, Caltrans, the incumbent directs the work of and supervises the personnel of the assigned construction safety and SWPPP activities as it relates to contract administration. The Senior TE responsibility includes the District 12 Construction Safety, Construction Traffic Management, and Construction Storm Water Pollution Control, for all projects in District 12, as well as other related construction engineering works. The incumbent must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. A valid driver's license is required when operating state vehicles.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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 - Engagement, Equity, 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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	Supervise assigned staff and provide direction with regards to assignments, completion of work, review of contracts and providing comments/ recommendations on the Construction Safety, Construction Traffic Management, and Storm Water Pollution Control on the Scoping Documents, Project Study Reports, Project Reports, and PS&E packages for various projects. Develop needed resources and work with Project Managers to establish needed level of effort per project. Attend related meetings, collaborate with support units, and maintenance of databases and work logs.
20%	E	In a joint effort with the District SRC (Safety Review Committee), expedite the process of safety review and contract acceptance of completed projects and open for public use. Hold regular meetings with staff to insure quick turn around of reviews and comments. Evaluates work performance and solves personnel/ labor relations/Equal Employment Opportunity (EEO) matters. Assesses status of projects and develops work assignments accordingly. Provides staff direction on work to be performed. Enhances safety of State employees as well as public traffic passing through the construction site by conducting necessary training and safety sessions.
15%	E	Coordination and cooperation with TMP (Traffic Management Plan), and DTM (District Traffic Management) teams to ensure all freeway closures are well planned and executed, and traffic delays caused by these closures are minimized. Manage to resolve all traffic and closure conflicts for corridor projects in a timely and efficient manner.
15%	E	Coordinate with Other District Construction Safety Coordinators, Construction HQ staff, other internal support units, external agencies, and construction field seniors on contractual issues.
5%	E	Assist Supervising Transportation Engineers in the area of construction management, monitoring and evaluating the needs, distribution of the Department and Office Policies and procedures and information.
5%	E	Work cooperatively with the team members and supervisors to identify innovations that will increase productivity, reduce costs, and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit to provide high quality service to both internal and external customers.

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

The Senior Transportation Engineer, CT supervises 6 to 12 Civil Engineers and Engineering Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Senior Transportation Engineer, CT must have knowledge of contract administration practices and procedures, construction operations, construction scheduling, principles of supervision, sources of funding transportation programs, highway design, and leadership for quality improvements.

The incumbent must have ability to plan, direct and coordinate work of a group of engineers and technicians, analyze situations and take appropriate administrative actions; work effectively with others as an interdisciplinary team member; establish and maintain effective cooperative relations with those contacted in the course of work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer, CT is responsible for making decision with regard to quality control of developing projects, administering consultant contracts, assessing training needs. Failure to handle implementation and administrative issues properly as they arise could result in delay and additional costs in administering the construction and consultant contracts. Improper management of resources and lack of quality assurance would result in loss of funding and poor public acceptance.

PUBLIC AND INTERNAL CONTACTS

This position requires continuous written and oral communication within and outside of the Caltrans. Incumbent must maintain close communication with the construction field staff and the construction administration office. The incumbent must establish and maintain friendly and cooperative relations with those contacted in the course of work.

Employee may be required to travel locally, and rarely to other areas of the state for training. On occasion, the employee is required to travel to construction field offices, and other locations. The employee may be required to attend meetings or training

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at other facilities. The employee is required to inspect field conditions during the design and construction phases. Employee may be exposed to dirt, uneven surfaces and extreme hot or cold weather, moving traffic, adjacent to heavy equipment, chemicals, lab conditions, gas, fumes, high decibels of noise, dust, and humidity.

Incumbent will be required to use state issued cell phone responsibly in conformance with the Department's policies, and respond timely during duty hours and provide after hours contact information to his/her supervisors for purposes of emergency response as it relates to his/ her various construction projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to access construction sites. He/she may be required to work for long periods of time at a keyboard and video display terminal. This position requires driving for State business and being able to safely operate a vehicle.

Physical: Outdoor activities require the ability to walk on uneven surfaces or sloped areas. The incumbent must be able to walk, stand, or sit for long periods of time. Other physical requirements of the job include ability to reach overhead, pushing or pulling, twisting, climbing, bending, crouching, squatting and fine manipulation. Hearing and sight are both essential to job performance. While in the office, incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Mental: Must be able to sustain mental activity to write reports, resolve politically sensitive problems, manage diverse field issues, deal with complex problems, identify equipment/supplies used, problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action.

Emotional: Must be able to maintain emotional control during conflicts with coworkers, and internal and external partners. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and perform appropriately for a situation. Mental requirements include sustained mental activity, analysis and reasoning. Must have 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 will work in an office and field setting. Employee is be required to travel to field offices and construction sites, and rarely to other areas of the state for training. Incumbent will be exposed to various work environments. Outdoor activity includes exposure to dust, wind, moving traffic, working on uneven terrain, adjacent to heavy equipment, chemicals, fumes, high decibels of noise, dust, humidity, and weather conditions of heat and/or cold. Hard-hat and approved safety vest, and long pants must be worn at all time in the field, without any exceptions. While indoors, performs tasks related to contract administration, documentation, and/or communications with other personnel. Ability to maintain alertness to the environment is critical. Vacations may be restricted during peak times. Incumbent will be required to use state vehicle and is responsible for its proper use and compliance with the Department's policies.

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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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