

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 11/Engineering	
WORKING TITLE Chief of District Closure Management Branch	POSITION NUMBER 911-300-3161-006	REVISION DATE 12/31/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Supervising Transportation Engineer, Caltrans (District Division Chief of Engineering), the Senior Transportation Engineer, Caltrans serves as the District Closure Manager (DCM) in charge of the District Closure Management Branch in the Engineering Division. The incumbent is responsible for supervising and providing technical guidance and direction for a staff of engineers and technicians on issues related to Lane Requirement Charts and the Lane Closure System. Caltrans' emphasis towards the State Highway System (SHS) has largely shifted from new construction to the reconstruction, rehabilitation, operation, and maintenance of existing facilities. With the ever-increasing traffic volumes on California's SHS and more complex highway corridor projects, the need to actively manage traffic on the state's highway facilities is very critical in order to prevent unreasonable traffic delays resulting from planned work.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required for this position.

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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity)
- **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 - Equity, Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Equity, Innovation)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity)
- **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 - Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity)

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Oversees, manages, and directs the day-to-day decisions pertaining to traffic impacts from planned activities on the State Highway System (SHS). Coordinates with the Transportation Management Center (TMC) and the District Communication Center staff (coordinate with adjacent districts, if applicable) and Public Information Office (PIO) to respond with appropriate measures when significant travel delays occur on the State Highway System (SHS). Facilitates review, approves, modifies, or denies planned lane closure requests on the State Highway System (SHS). Recommends termination or modification of active lane closure operations without compromising the safety of the public or workers when traffic impact becomes significant.
30%	E	Provides feedback on construction and maintenance contingency plans. Provides direction and support to the staff involved with the Lane Requirement Chart development efforts. Makes appropriate decisions about Delay Penalty Clauses and related specifications. Determines cases that need to be reviewed and approved by the District Lane Closure Committee. Attends all Executive Lane Closure Review Committee meetings.
20%	E	Supervises, hires, develops, and trains staff ensuring alignment with the Caltrans mission, vision, and strategic plan and strategies, and effectively communicates these goals while ensuring staff are familiar with the Staff Expectations Memos and adhere to the Director's Policies and Directives. Provides staff the necessary resources (e.g., tools, equipment, materials, training) needed to perform their duties successfully and effectively. Schedules work assignments, establishes priorities, and directs the work of staff making adjustments as necessary due to changing priorities of the District and Department. Monitors staff performance regularly of their productivity and workload and provides active feedback on job performance that entails critical, constructive, and actionable feedback both orally and in writing. Prepares timely probation reports, comprehensive annual performance reviews, and Individual Development Plans (IDP) and identifies training to enhance employee growth and career development opportunities. Ensures staff attend mandated training. Addresses and takes the necessary appropriate actions to address performance issues and disciplinary matters promptly and works with the District Discipline Manager and the Office of Discipline Services to immediately address all issues. Holds staff meetings, fosters a team-oriented and innovative work environment, and holds staff accountable for their work. Provides a communication link between staff and Executive Management and ensures a safe working environment.
10%	E	Provides Work Agreement to Project Managers and tracks the usage of resources in Project Resourcing and Schedule Management (PRSM). Reviews program documents, Project Reports, and Project Study Reports.
5%	E	Participates in statewide Functional Managers meetings for District Closure Management (DCM) support and development. Provides technical assistance, succession planning, and training to new and existing Transportation Engineers in the Department.
5%	M	Represents Caltrans at a variety of public meetings, conferences, and special events ensuring the District's interests are well-represented. Acts as backup to the Division Chief or other Branch Chiefs during their absences ensuring seamless operations. Performs other related responsibilities as required by adapting to evolving needs and contributing to the overall success of the team and the District.

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 supervises a multidisciplinary team of engineers and technicians. This position provides support, guidance, and mentorship to staff ensuring that projects align with the District's goals and objectives. Through effective leadership, the incumbent ensures that all team members are equipped with the necessary skills and resources to successfully fulfill their responsibilities and contribute to the overall success of the District. In addition, responsibilities include ensuring safety practices are prioritized and consistently integrated in all work products and work environments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A thorough comprehensive knowledge of the traffic and transportation engineering standards, issues, policies, and procedures used by the Department is required, as well as the Department's Mission, Vision, Goals, Objectives, and Performance Measures.

This supervisory role requires knowledge of principles and techniques of personnel management including leading, planning, directing, and supervising the work of a diverse team. The incumbent must foster an inclusive work environment that promotes

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

equal opportunities in employment, employee development, and promotion while ensuring a workplace free from discrimination and harassment. Effective leadership is essential to actively contribute to the District's strategic goals. The incumbent requires the ability to plan, organize, and direct the work of others, analyze situations accurately and develop an effective course of action, and engage collaborate with interdisciplinary groups and public stakeholders.

The incumbent must be capable of developing clear correspondence, preparing detailed reports, and delivering effective presentations. The use of e-mail, electronic forms, spreadsheets, word processing, and PowerPoint presentations is required for this position. Additionally, this role must also have strong interpersonal skills, with the ability to motivate others, make compelling presentations, negotiate, resolve conflicts, and communicate effectively both verbally and in writing. The incumbent must be capable of dealing with other internal and external partners and customers in a calm and professional manner. This includes private citizen inquiries and discussions at public meetings.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper decisions and actions could result in the loss of Federal and State dollars. The safety of the traveling public and our co-workers is of utmost importance. Uninformed decisions could lead to litigation against the State.

PUBLIC AND INTERNAL CONTACTS

Communication and coordination with other Districts, District Managers, Project Managers, Functional Managers, Corridor Managers, Consultants, SANDAG staff, and HQ staff on a regular basis are required as well as local agencies. Providing guidance to Engineering Division engineers and other District staff to accomplish the division's vision plan and performance goals is expected for this position in coordination with respective supervisors. Preparation and presentations of program and project information for outside agencies, citizen groups, and the public are required. Meetings with internal and external contacts, the public, and other agencies may occur during and outside normal working hours. The incumbent may also represent the District Division Chief of Engineering as necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements for this position include staying stationary for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping and kneeling. Mental requirements for this position include the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; ability to organize and prioritize large volumes of varied documents; and the ability to concentrate in order to review and create documents and meet strict deadlines. Emotional requirements for this position include: interaction with many people and the ability for employees to work together in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats other with respect; open to change and new information; and adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at the Division of Engineering, the incumbent works in a climate-controlled office under artificial lighting. Some travel outside the District may also be involved.

Possession of a valid California driver's license is required to operate a state vehicle.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. The incumbent is expected to be able to report to their worksites with minimum notification if an urgent need arises. The incumbent is required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an incumbent's designated headquartered location or primary residence and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location are the responsibility of the incumbent.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.