

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 11/Engineering/Materials Engineering	
WORKING TITLE District Materials Engineer	POSITION NUMBER 911-320-3161-002	REVISION DATE 12/06/2024

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:

Under the general direction of the Supervising Transportation Engineer, Caltrans (District Division Chief of Engineering), the Senior Transportation Engineer, Caltrans serves as the District Materials Engineer supervising engineers and technical staff engaged in transportation development activities. This role oversees operations within the Materials Engineering Branch including laboratory testing, field sampling, plant inspection, and technical support for transportation projects across the District. The incumbent ensures compliance with departmental standards, promotes safety, and delivers high-quality engineering solutions. This role includes assigning work and giving instruction to engineers, technicians, and others as well as providing technical support to functional managers for all areas of materials engineering, plant inspection, field sampling, field testing, and laboratory testing within the District 11 geographical area. and do other related duties and responsibilities.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - 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. (Advance Equity and Livability in all Communities - 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 - 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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Innovation)
- **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 - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Equity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First - Pride)

TYPICAL DUTIES:

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

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30%	E	Serves as the District Materials Engineer and subject matter expert overseeing the District Materials Engineering including supervising staff, developing staffing plans, justifications, creating training plans, and preparing budgets and service contracts. Monitors expenditures, project schedules, and branch workload. Enacts and reviews Departmental and District policies, procedures, and protocols. Coordinates and prioritizes work requests with District project managers and functional managers. Prepares requests and justifications for major equipment and vehicle replacements. Participates actively in committees, task forces, and meetings including facilitating training, classes, and courses. Reviews Plans, Specifications, and Estimates (PS&E) documents to ensure compliance with Caltrans Standard Specification and provides recommendations. Attends and contributes to project constructibility review meetings and provides technical advice and expertise as needed.
20%	E	Directs, coordinates, supervises, and reviews the activities and operations of the Plant Inspection Branch activities and reports to ensure accuracy and quality of plant inspection diaries, sampling processes, and testing procedures. Ensures timely submittal of reports, testing results, and responses to Request for Information (RFI), submittals, and inquiries. Ensures that staff keeps maintains necessary certifications and field labs maintains retains require accreditations.
20%	E	Oversees, manages, and provides leadership for the Kearny Mesa Laboratory Branch and supervises activities and reports to ensure accuracy and quality of testing results. Oversees the timely submittal of reports, testing results, and responses to RFI, submittals, and inquiries. Ensures staff certifications are up to date and the Kearny Mesa Lab maintains its Independent Assurance and American Association of State Highway and Transportation Officials (AASHTO) accreditations. Maintains and updates the R18 and Caltrans Laboratory Accreditation Manual (CLAM) quality manuals and ensures compliance with all standards. Ensures staff have access to and uses Personal Protective Equipment (PPE) while adhering to laboratory safety practices to prevent workplace injuries and illnesses.
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 review, and Individual Development Plans (IDP) and identifies training to enhance employee growth and career development opportunities. Ensures staff attend mandated trainings. 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
5%	E	Administers, plans, supervises, and reviews the activities of the Calibration, Safety, Radiation Safety Officer (RSO) Branch and reports to ensure accuracy and quality of calibration, safety, and RSO reports. Ensures timely submittal of calibration reports and safety reports and ensures RSO is in compliance with local, state, and federal regulations governing the storage and handling of radioactive devices.
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 incumbent directly supervises a multidisciplinary team of Transportation Engineers, Materials and Research Engineering Associates, and Engineering 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.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent requires a comprehensive knowledge of all phases of transportation engineering, including transportation planning processes and methods, systems planning, evaluation of alternatives and designs, project management principals, factors which influence the impact of transportation facilities on the environment, the community, and the economy. 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 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 a working knowledge of plant inspection, materials testing, AASHTO, ASTM, and California Test Methods (CTM), methods of proportioning, and handling Portland cement and asphalt concrete. An understanding of geotechnical principals and the ability to evaluate testing of materials and evaluation of alternatives which impact transportation projects is essential.

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. 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.

This position performs the full range of thorough analysis in planning and coordinating the branch's activities, directing special engineering studies, analyzing and recommending solutions to sensitive issues, and providing solutions to complex engineering problems. The incumbent must provide day-to-day analysis and monitor the progress of various assigned projects, programs, and support activities ensuring alignment with goals and standards. An understanding of occupational safety and health regulations, including Title 8 Industrial Relations, the National Electrical Code, and Occupational Safety and Health Administration (OSHA) Safety Orders is essential, along with knowledge of the Department's Injury and Illness Prevention Program (IIPP) and occupational safety protocols.

Collaboration with the Transportation Management Center (TMC), Construction, Maintenance, and other functional branches is necessary to develop new project scope and address infrastructure deficiencies during different stages of design.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and outcomes related to the planning, organizing, directing, and controlling the work assigned to the branch. Undetected errors could result in missed deadlines and subsequent failure to deliver transportation projects or programs and could significantly reduce receipt of federal funding. Errors in judgment and decisions can result in redesign of projects, costly contract change orders in the field, and incur additional costs to the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective working relationship with other District branches and Headquarter's functions concerned with the work of the branch. In addition, the incumbent consults with community groups, governmental agencies, private industry, property owners, utility companies/agencies, and other public persons as required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require the use of PPE (e.g., helmet and vest). The incumbent must perform duties safely that does not endanger themselves and others. Work involves work in an office environment which requires prolonged periods of reading documents and images presented on multiple computer screens, as well as discerning details on maps and photographs. In this high-pressure environment, this position demands adherence to strict deadlines and the ability to manage multiple tasks efficiently within time constraints. The incumbent must also develop and maintain positive cooperative working relationships while recognizing and effectively managing emotionally charged or challenging situations and responding appropriately, tactfully, and professionally. Occasionally, the incumbent may be required to work beyond regular work hours including nights and weekends due to unforeseen emergencies.

WORK ENVIRONMENT

Work is in various environments, including office, field, and laboratory. While working in a climate-controlled cubicle setting under natural and artificial lighting, the incumbent is responsible for keeping the branch work area clean and project files organized for easy access and ensuring that the conduct and noise levels of staff do not adversely affect the work of others. In the field, periodic travel and outdoor work is required and may be exposed to dirt, loud noise, chemicals, uneven surfaces, and severe weather conditions. The incumbent must remain vigilant and adhere to established field safety procedures to mitigate risks when working in the field. Furthermore, it is the incumbent's responsibility to conduct safety meetings and to communicate and enforce proper safety precautions among staff to ensure a safe working environment for all team members. In a laboratory environment, exposure to dust, noise, fumes, and typical material laboratory hazards may be involved. Familiarity with materials safety data sheets and PPE is required.

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Possession of a valid driver's license is required when operating 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

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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