

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 4/Maintenance/Maintenance Engineering	
WORKING TITLE Senior Transportation Engineer (Supervisory)	POSITION NUMBER 904-607-3161-xxx	REVISION DATE 12/3/2024

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 direction of the Supervising Transportation Engineer, the incumbent will work on developing Plans, Specifications & Estimate (PS&E) for various maintenance projects. This work will involve supervision of transportation engineering staff. The incumbent will be responsible for delivery of Highway Maintenance (HM) Contract for Delivery (CFD) projects, Minor A and B projects, and preparation of Project Initiation Reports (PIR) for HM and other projects. Other major responsibilities include resolving project related issues, interacting with the District functional units, and the Division of Engineering Services (DES), and close coordination with the HM program advisors for delivery milestones and project scope issues for all HM projects in the Office.

**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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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 - Engagement, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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50%	E	Assign projects to staff, supervise, schedule and direct staff to develop Plans, Specification, and Estimate (PS&E) for various HM projects on the Maintenance Contract for Delivery (CFD), Minor A and B projects. Provide guidance to staff related to the proper use of design standards and project development policies and procedures. Also supervise staff developing Project Initiation Reports (PIR) and Project Reports. Resolve issues related to design, constructibility, timely delivery of projects, and issues during construction, including change orders. Make decisions and provide solutions to resolve design, delivery, and/or construction issues. Respond to Bid Inquires and Request For Information (RFI).
30%	E	Work closely with program advisors to resolve project issues, keep track of progress of all HM3 projects in the Office, coordinate with Budgets and Maintenance staff on funding modifications for HM projects. Keep track of support costs during design and construction phases. Following completion of construction, direct staff to work with resident engineers and Budgets staff to disencumber/revert funds left over in construction projects and redirect funds to other HM projects. Coordinate with HM/SHOPP program advisors in responding to customer service requests (CSR) and with regard to pavement/bridge conditions and current/planned/future projects.
10%	E	Communicate project objectives and milestones to the staff. Provide career development, performance evaluations, and recommendations for merit salary adjustment. Maintain proper time charging practices and approve staff timesheets.
10%	M	Attend meetings and trainings. Keep up and inform staff with the Department's new policies/directives related to personnel and design issues.

<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**

Provides direct line supervision to six (6) transportation engineers and one transportation engineering technician.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have a valid professional engineer registration in California. The incumbent must have extensive highway/bridge design and maintenance background, competent analytical skills, capability to provide and apply practical alternative solutions to solve problems, strong oral and written language skills, and good interpersonal relationship traits.

The incumbent must have a well-rounded knowledge of design, maintenance, and construction policies and practices as well as knowledge of Federal, State and regional regulations and programs. The incumbent must have an understanding of the principals and techniques of supervision, applicable civil services rules and collective bargaining agreement. The incumbent must have the ability to plan, organize, and direct the work of a professional staff, track project schedules and costs, use personal computer applications including word processors, spreadsheets, pavement management software (PaveM), Civil3D, address an audience effectively, develop and maintain cooperative working relationships with cities, and local agencies

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for decisions made during the course of the project PS&E by the incumbent and the staff under his/her supervision. Proper and adequate supervision and review of work products are essential to avoid costly errors and project change orders. Errors and/or omissions can result in not getting the correct maintenance treatment, and/ or not utilizing the District's allocated dollars effectively.

**PUBLIC AND INTERNAL CONTACTS**

The position requires contact with program advisors, maintenance liaison engineers, district staff in nearly all divisions, field maintenance, DES staff, HQ Maintenance program advisors and support staff responsible for expenditure management. It also requires communications with local agencies for coordinating projects' impacts on local communities.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to regularly sit for long periods of time using a keyboard and video display terminal and have the ability to focus for long periods of time. The position also involves field reviews of project sites with staff and field maintenance for PS&E development. The employee must be able to develop and maintain cooperative working relationships with others. The changing work/funding situations require reprogramming, rescheduling, or reassignment of work; therefore, the ability to work under pressure to motivate staff to achieve milestones and project delivery is essential.

**WORK ENVIRONMENT**

While at their base of operation, employees 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.

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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.

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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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