

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 53/Design/Office of Project Support OFFICE/BRANCH/SECTION	
WORKING TITLE Broadband Project Support Engineer	POSITION NUMBER 913-200-3161-607	REVISION DATE 01/24/2025

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 Chief, Office of Project Support, a Supervising Transportation Engineer, the incumbent is responsible for providing project direct support to assist in the delivery of Middle Mile and joint build broadband projects by district staff and external partners. The incumbent also provides training to the districts on the encroachment and utility accommodation policies for broadband and telecommunications companies.

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. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration)
- **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. (Equity - Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Equity - Equity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety - 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. (Prosperity - Collaboration)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Prosperity - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Analyzes encroachment and utilities policy exception requests to determine if submittals have sufficient engineering justification, and makes recommendations to the Chief, Office of Project Support for approval or denial of requests.
25%	E	Coordinates reviews with Federal Highway Administration (FHWA) for projects requesting encroachment and utility policy exceptions on Interstates
20%	E	Provides training to district staff on encroachment and utility accommodation policies for broadband and telecommunications installations.

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10% M Represents the Division of Design in Middle Mile Broadband Network and Joint Build status meetings.

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 has no direct supervision of others. When assigned work, the incumbent can act as a lead worker in coordinating with others in the District, headquarters, internal and external partners, stakeholders, etc. as needed to complete the assignment

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a civil engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists.

- Knowledge of Caltrans' goals and objectives, organization, policies and procedures.
 - Knowledge of Caltrans' Equal Employment Opportunity (EEO) policies
 - Thorough knowledge of highway design standards and guidance.
 - Thorough knowledge of the project development procedures, standards, policies, and guidance.
 - Knowledge of interrelations between functions including Planning, Environmental, Design, Structures Design, Structures Architecture, Right of Way Engineering, Office Engineer, and Construction.
 - Knowledge of FHWA project development procedures and program guidelines.
 - Ability to analyze situations accurately, identify potential conflicts, and adopt an effective course of action, review project schedule and determine appropriate level and time of review, recognize issues that are significant and implement an effective course of action.
 - Ability to establish and maintain cooperative working relationships.
 - Ability to be flexible, work independently, and assume increasing responsibility.
 - Ability to prepare reports and make effective presentations.
 - Ability to develop effective training materials and deliver training to headquarters and district staff.
 - Ability to speak and write effectively.
 - Ability to review policy documents as related to the project development process.
 - Ability to take initiative as a representative of the Division of Design Resource Center to communicate recommendations to achieve desired goals.
 - Ability to organize work priorities to meet commitments.
 - Ability to perform administrative tasks.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer by the State of California and is in charge of the assigned work. The incumbent's decisions will have a direct impact on the quality and productivity of the office and the support provided to the District's/DDL's transportation products and to the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to maintain contact with engineering and non-engineering functions at Headquarters, the District/DDL staff, outside agencies, external stakeholders, and consultants, as necessary to accomplish activities and duties of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This job will require interaction with other people. It is important that employees work with each other in a cooperative manner. Employee must have patience in dealing with people over the phone. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The use of a laptop 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 may require the incumbent to work outside of the office along our state highways or other project sites for short periods of time

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs.

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Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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