

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION 56/Maintenance/Caltrans Emergency Services (CES)	
WORKING TITLE Office Chief, Recovery and Operations	POSITION NUMBER 913-710-3155-002	REVISION DATE 11/01/2024

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 Deputy Division Chief (DDC) of Maintenance, Subdivision of Caltrans Emergency Services (CES), a Principle Transportation Engineer, the Chief of the Office of Recovery and Operations (ORO), a Supervising Transportation Engineer, is responsible for leading and developing complex, multimodal, emergency transportation programs and plans with Headquarters and District programs, US Department of Transportation (USDOT), other State departments, and various local agencies across the State. The incumbent will have management oversight of an office comprised of the Emergency Operations, Hazardous Materials, Winter Operations, Major Damage Program, Homeland Security and other Field Maintenance related activities. Additionally, on behalf of the Director's Office and Division of Maintenance, the incumbent will be required to represent the Department as an emergency transportation subject matter expert on various task forces and work groups, including those with the Governor's Office of Emergency Services (Cal OES), California State Transportation Agency (CalSTA), USDOT, Federal Emergency Management Agency (FEMA), local governments, and related emergency teams. Recovery and Operations is responsible for developing several Department's Emergency related plans that include prevention, preparedness, response and recovery in the event of a terrorist attack, natural disaster or other state of emergency; develop a common approach to incident management, and communication; partner with all levels of government, private sector, and non-governmental agencies to protect the State's transportation system. The above is routinely performed at the managerial and executive levels. Because emergencies can occur without notice, performance of some duties should be expected on nights, weekends, and holidays, as needs of the incident warrant. Travel is required.

CORE COMPETENCIES:

As a Supervising Trans 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence - Engagement, 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)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity)
- **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, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Integrity)
- **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, Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Integrity)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Innovation)

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- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Supervise staff and facilitate statewide post disaster and other unforeseen damage recovery as Program Manager over the the SHOPP 130 Emergency Opening (Emergency Director's Order process), SHOPP 131 Permanent Restoration and SHOPP 150 Protective Betterments Programs. Provide Statewide Program coordination and training in regards to preparedness and recovery activities. Provides recommendations on emergency contracting process and makes updates to program procedures and guidance as needed. Consults with high level internal and external partners as needed. Coordinate with OES Recovery Division providing damage assessment information as soon as possible during and following an event or incident and coordinate any requests through OES for a Governors State of Emergency on behalf of the Department. Coordinate with the Districts, FHWA Emergency Relief Program and Office of Federal Resources to maximize the Departments cost reimbursement opportunities.
15%	E	Supervise staff and manage the Homeland Security and Critical Infrastructure needs of the Department. Responsible for the development of a statewide departmental criteria for evaluating the security of departmental transportation assets, its facilities and information to ensure confidentiality; consult with Departmental Deputy Directors, Deputy District Directors to identify a multi-dimensional staff to evaluate and update the Department's Homeland Security Plan to determine its adequacy to prevent, prepare, respond and to recover from any form of threat or disaster; identify roles and responsibilities of internal and external agencies.
15%	E	Supervise staff and manage the statewide Winter Operations needs of the Department. This includes coordinating and collaborating with the Districts and external partners for the development and operation of the all-hazards Winter Preparedness Program. Participate in external and national working groups such as Clear Roads Committe, AASHTO, etc. Branch responsibilities include representing the department at statewide winter related meetings, policy development, research and program development. This position will advise and consult with high level HQ and District managers, assist in the development of new products, programs, directions and purposes, review legislation, coordinate winter Maintenance Program activities with other programs, Districts, State and Local agencies, foreign governments and respond to public inquires and complaints.
10%	E	Supervise staff and manage the Departments Hazardous Materials response Program. Provide implementation and statewide support for the statewide Hazmat Program, operations and related training. Ensure compliance with applicable laws and regulations which includes First Responder Awareness (FRA) and First Responder Operations (FRO) training, confined spaces training, USDOT Hazmat Drivers' training and specialized training programs for activities that use hazardous materials or those that create hazardous waste.
10%	M	Assist with emergency response activities not limited to participating in the Department Operations Center activations, providing Operational & Logistics support during response activities as well as normal operations, and mission tasking coordination. Develop and maintain the Departments Emergency Operations Manual utilizing lessons learned from disaster response and recovery.
10%	M	Assist with the evaluation and adequacy of current training to respond to any disaster, develop training plans that incorporates specific personnel roles and responsibilities; incorporate threat and warning dissemination alert plan to staff; implement practice drills to ensure departmental personnel receive proper training for their safety during a disaster.

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

Has direct supervision of positions comprised of Senior Transportation Engineers and Maintenance Manager.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

The Department's homeland security issues, its strategies, and various phases of transportation engineering and systems planning; the State of California homeland security efforts; emergency operations, tools and contacts for emergency preparedness and response systems, such as: (NIMS) National Incident Management System (SEMS) Standard Emergency Management System Homeland Security Advisory System and protective measures

Principals and techniques of personnel management and supervision; principals and practices of project and organizational management, manual writing, and implementation procedures, methods of administrative problem solving, and techniques of organizing and motivating groups.

Ability to:

Plan, organize and direct the work of multi-disciplinary professional and administrative staff, coordinate activities, judge work quality and performance; proactively identify potential transportation security issues and lead a technical team towards resolution; administer an engineering assessment of the infrastructure as it relates to transportation projects and assets; develop cooperative working relationships with representatives of all levels of government, and the public. Communicate and address audiences effectively; prepare and deliver oral presentations, research issues, and gather and disseminate information; gain the confidence and support of top-level administrators and advise them on a wide variety of administrative matters; ability to evaluate security assessments and conduct surveys; and educate Department employees on emergency/security measures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in major departmental liability and threat to the public and employee safety. Inappropriate decisions could result in losses to the Department and the State.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain positive working relationships with personnel in the Director's Office, the Caltrans Executive Board, CalSTA staff, Cal OES leadership, Division of Maintenance staff, external partners, as well as other team members in various Divisions and Districts within the Department. Regular communication with other State contemporaries is expected.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sustain mental acumen needed to conduct necessary research, analysis and synthesis of issues, and make well-reasoned recommendations and timely decisions. Workload is subject to frequent and unexpected changes as needs of an incident or event change over time. As a result, incumbent must be able to handle multiple tasks, adapt to changes in priorities, complete tasks or projects with short notice, while continuing to represent the Department with utmost professionalism. The employee may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service. The incumbent also values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments with internal and external partners which can be demanding and/or stressful. Because emergencies are typically no-notice incidents, work during nights, weekends, and holidays are common. Incumbent will be required to travel to district offices, other meeting facilities, and/or to the offices of other State or Federal agencies across the State. The incumbent will telework, work in the Department's Headquarters office in downtown Sacramento, and sometimes at an emergency operations center. While at the HQs office, the incumbent will work in a climate controlled environment under artificial lighting. Parking is not provided at HQs.

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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.)

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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