

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Central Region Services-Engineering Services	
WORKING TITLE Assistant Brokering Program/Project Manager	POSITION NUMBER 906-700-3135	REVISION DATE 01/31/2025

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

GENERAL STATEMENT:

Under the direction of a Senior Transportation Engineer, the incumbent is responsible for project delivery of all assigned projects and ensures that the project is completed on schedule and within budget. As incumbent progresses in experience, assignment will increase from average to high difficulty. A valid California Driver's License is required for the field assignment part of the duties.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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. (Equity - Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration)
- **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 - 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. (Prosperity - Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Equity)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action - Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Incumbent is responsible from project initiation document through completion of the construction contract. Coordinate all work and monitor all progress with all functional units and external agencies in the project delivery process. Identifies and address project conflicts and issues in a timely manner. Elevate the conflict if unable to resolve directly. Incumbent is accountable to the Project Management Division Chief for project delivery and project cost control. Incumbent informs Project Management Support Branch and Project Management Division Chief of any and all major issues that cannot be resolved at the Project Manager level.

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25%	E	Provide continuous review and updates of project schedule and cost reporting to District Management with timely and accurate information regarding the project status on a regular basis. Ensure that the project is developed in conformance with applicable project development procedures. Monitor and ensure the overall quality of assigned projects.
10%	E	Develop and manage the capital support project costs. Monitor the actual costs against the planned costs.
10%	E	Serve as the single point of contact with Headquarters' staff and Headquarters' designated representatives for assigned projects. Coordinate with the Public Information Office and serve as a point of contact for the public regarding assigned projects.
10%	E	Coordinate with all participating Functional Managers and the Project Management Support Branch and ensure development of complete project to the appropriate level of detail for all assigned projects. Organize and direct Project Development Team (PDT) meetings throughout project development process, serving as the PDT leader.
5%	M	Ensure accurate and timely preliminary scoping for all assigned projects prior to inclusion in the SHOPP and/or Minor Program List.

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

This position does not supervise others. May act as a lead to other technical and administrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough understanding of the Department's requirements to deliver projects on schedule and within budget. Must possess an extensive understanding of the entire project development process as well as engineering knowledge and abilities. Must have knowledge of the requirements of other functional units involved in the project development process.

Must have the ability to plan and organize the work, and to work effectively and efficiently with others to a common goal to achieve project delivery.

Must have knowledge of the basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; and engineering economics.

Must possess the ability to anticipate technical issues and potential local agencies concerns with each project. Must possess the ability to communicate effectively, both internally and externally to ensure project delivery.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery and/or cost including capital outlay support costs. Failure to identify and resolve issues early or failure to coordinate and monitor the program with the functional units assigned to the project can result in project slippage and/or cost increases, which is unacceptable. Project delivery failure could lead to distrust on the part of the Regional Districts, CTC, the local agencies, and other entities, and a lack of credibility concerning Caltrans' ability to deliver its program.

PUBLIC AND INTERNAL CONTACTS

Contact with local governmental agencies, other State agencies, and with the public. Contact with Program/Project Management Division Chief for public information meetings, public hearings and individual meetings with these entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

All Transportation Engineers hired by Caltrans after May 19, 2000 will be required to participate in the mandatory "Transportation Engineer Rotation Program". The rotation program consists of 9 months Construction work (mostly field work), 9 months Design Work (mostly office work), and 6 months in an Elective Assignment. The rotation length and assignment will be based on workload needs within District 6.

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to review data with very small font types. May also be required to travel and transport a laptop computer and a small portable printer.

The incumbent will also be required to prioritize work assignments while under pressure. Must be able to focus and concentrate for long periods of time. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge

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the various responses.

WORK ENVIRONMENT

The incumbent will work primarily in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. The incumbent may be required to travel in one-day trips as well as several. Incumbent may be moved around within the division to meet the workload needs. This is subject to change based on operational needs.

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. 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
