

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 5/ Program Project Management and Asset Management	
WORKING TITLE Office Chief of Programming and Asset Management	POSITION NUMBER 905-100-3155-002	REVISION DATE 01/23/2025

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 Deputy District Director of Program/Project Management and Asset Management, the incumbent manages the District Asset Management Program, coordinates and facilitates the planning, priority and development of the District State Highway Operation and Protection Program (SHOPP) 10 Year Project Book, Project Conceptual Reports, development and management of District SHOPP Project Initiation Documents (PID) and Minor Program. The incumbent will brief and collaborate with the District Director, Deputy District Directors, District Office Chief of Project Management, Central Region Executive Management, Headquarters Project Management and Asset Management Executives in matters related to the California Transportation Asset Management Plan (TAMP) and the State Highway System Management Plan (SHSMP), the Capital Outlay Program (STIP, SHOPP, Minor, Oversight, etc.) and its implementation. Incumbent will also represent the District in briefings, board meetings and other public meetings with Local Agency Executive Directors, Public Works Directors, and elected officials at City and County levels.

The incumbent is responsible for the District 5 development, implementation and change management of new asset management requirements described in the Federal Moving Ahead for Progress in the 21st Century (MAP-21) and State Senate Bill (SB) 486 and SB 1 Road Repair and Accountability Act of 2017. SB1 authorized billions of dollars of new funding for projects in Caltrans that must be managed to meet the performance measures mandated by these laws. Incumbent will help manage the District's allocation for the SHOPP program. Incumbent is accountable to properly manage risks associated with the District Asset Management Plan. Incumbent is responsible to coordinate and collaborate for successful program actions taken at the California Transportation Commission related to project delivery and programming needs.

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. (Prosperity, Employee Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity - Integrity)
- **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. (Safety, Prosperity - 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. (Equity - Collaboration)
- **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. (Prosperity - Collaboration, People First)
- **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. (Equity, Employee Excellence - Collaboration, People First, Stewardship)
- **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. (Safety, Prosperity, Employee Excellence - Innovation, Pride, Stewardship)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Employee Excellence - Equity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
20%	E	Oversee the implementation of the District 5 Asset Management Program including: Oversee the establishment of the District 5 Asset Management Policy, procedures and databases. Reviews the Ten-Year and Four-Year SHOPP plans from an asset management perspective to provide a holistic approach with consideration of all SHOPP programs, freight plans, pedestrian and bicycle programs. Provide input and direction to and from district asset management engineer, program advisors and staff related to the development of the TAMP including defining asset classes, identification of inventory and condition, monitoring objectives and performance measures, gap analysis, life-cycle planning, risk management, financial planning, investment strategies and options, reporting and evaluation of these items in the SHSMP. This will require coordination and management of various databases.
20%	E	Oversees all aspects of the District's projects in the adopted State Transportation Improvement Program (STIP), State Highway Operation Protection Program (SHOPP), Road Repair and Accountability Act of 2017 (SB1), and Minor A Program. Works with the District 5 Office Chief of Project Management, Project Control/Program Manager and Project Managers to address project cost changes, and recommends strategies to balance funds within the programs and manage the District SHOPP Level Fiscal Year Management. Oversees the development, maintenance, and review of the District 5 portion of the Federal Statewide Improvement Program (FSTIP). Monitors CTC agendas and vote allocations.
15%	E	Oversees the District Asset Manager in coordinating with the District Director, Deputy District Directors, and Statewide Asset Manager, Programming, and Budgets for quarterly and annual updates and reporting. Oversees the development and monitoring of the District Asset Management resources, and capital budget. Oversees the Asset Manager in coordinating with other Districts as necessary to negotiate exchange of asset management funds in order to maximize and strategically plan project funding within established Asset Management Guidelines. Responds to requests for asset information and represent asset management in various venues both internal and external to Caltrans. Represent the District on committees, task forces, steering committees and policy, and advisory groups for projects and issues related to Asset Management and Programming. Advises District 5 Executive Management on approval of Project Scoping Documents and Project Reports, Project Change Requests from a programming and asset management perspective.
15%	E	Oversee the District SHOPP PID Manager in coordinating the pre-PID development of the District's annual SHOPP PID list for the next SHOPP cycle in coordination with the Asset Manager and District Planning of the Non-SHOPP PID list and of the management and execution of the delivery of the approved PID list.
10%	E	Oversees the District Project Control Activities, which under the direction of the Project Control/Program Manager and D5 Financial Manager, include the establishment, supplementation, and approval of capital and support PIs in the AMS Advantage system. Ensures that controls are in place so that PIs conform to the statutes, approved budget and activity plans, management policies, and that the PIs reflect the authorization and appropriations of the Governor's Budget, and that corrective actions are taken if documents do not meet the established criteria.
10%	E	Oversees the development and execution of Cooperative Agreements for Capital and Non-Capital Projects and provides Project Manager Assistant support under the direction of the Project Management Support Unit (PMSU) Manager. Collaborates and reviews complex Cooperative Agreements with the PMSU Manager and Cooperative Agreement Coordinator to ensure that agreements are executed according to policy and deadlines are met so that projects are not delayed. Coordinate with various policy owners in the District and HQ, as well as Legal when language changes are needed on complex agreements.
10%	M	Assist the State Transportation Asset Manager with the management of the SHOPP, SB 1 funds, and other funding for projects in the TAMP relating to District 5. Provide technical support for activities related to the development of the SHOPP and the SHSMP.

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 will supervise and provide guidance to the District Asset Manager (Sr TE), SHOPP PID Program Manager (Sr TP), Programming Manager (SSM1), PMSU Manager (SSM1) and Financial Manager (Sr TE).

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

General knowledge of all aspects of transportation planning, asset management, engineering, programming and maintenance is required. More specific knowledge of strategic and system planning, project initiation and program management concepts, processes and methods is desirable. Knowledge of the program elements within the SHOPP is also desirable as well as asset management concepts. Must be able to analyze situations accurately and adopt an effective course of action. Must possess the ability to communicate and negotiate effectively. Must be able to communicate the goals and desires of the District and provide District influence regarding statewide program decisions. Must have the ability to get along with others and communicate effectively in writing and orally.

Must have experience in the transportation engineering field and possess a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers. Requires the analysis of District and Program goals, objectives and performance measures in setting project priorities and preparing programs containing multiple project types. The incumbent must possess the ability to plan, organize and facilitate activities; guide program advisors and other various units in obtaining program goals. The incumbent must have the ability to analyze complex problems and recommend effective courses of action, evaluate technical data and make objective recommendations. The incumbent must be able to organize large sets of data to provide a comprehensive summary of analysis.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Supervising Transportation Engineer is responsible for making sound decisions in dealing with Headquarters and District/Region Program Advisors and Managers in managing assets and its conditions, negotiating project priorities and owner-operator capital outlay resources. Poor decisions and an inability to capture Program needs at the inception of projects can have a negative impact on the District's program goals, loss of program dollars, and increased maintenance costs, as well as our relationship with our partners.

PUBLIC AND INTERNAL CONTACTS

Requires frequent contact with Headquarters, District's divisional asset managers, SHOPP Program Advisors, Managers and Coordinators. Represents the District in Dealings with external partners. Coordinates and participates in meetings with our Local Partners (County, City, Metropolitan Planning Organizations and Transportation Agencies) and Regulatory Agencies as required and in relation to the management of the District's Asset Management Program, PID program and Capital Outlay Program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to use personal computers and telephones for as long as 2 hours per day on a regular basis and up to 8 hours per day on an infrequent basis. Ability to travel to urban and rural locations in California an average of four (4) times per month. Other physical activities will include working in an office; accessing files, manuals and other resources at various Caltrans and external offices; and transporting up to 25 pounds from low to high storage areas and other office locations. The ability to transport large or cumbersome plans and diagrams from one location to another will be necessary. The ability to produce engineering drawings (both with and without the aid of the computer), written reports, and Power Point presentations will be necessary. Requires occasional bending, reaching and stooping.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, making oral presentations, and participating in meetings. Employee may be subjected to high levels of stress related to project delays, costs and schedules.

Develops new insights into situations and applies innovative solutions to make organizational improvements. Creates a work environment that encourages creative thinking and innovation. Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.

Over half of the organization's work is subject to frequently changing work situations in which all of the following conditions are met:

- the approximate date of these changes cannot be accurately predicted;
- the changes substantially affect resources needed, and those resources are difficult to estimate;
- the changing work situations require frequent and substantial reprogramming, rescheduling, or reassignment of work, or all of these actions;
- the manager makes, or participates in making, many decisions concerning the shifting of resources to meet sudden changes;
- the changes require constant attention to work progress and to adjustments in plans and schedules;
- the work situations are such that they demand of the manager qualities such as exceptional adaptability, special skills in planning, ability to act quickly, and ability to withstand considerable and continuing pressure.
- field reviews-periodic for operational improvements.

Position requires interaction with many people. It is important that employee works with others in a cooperative manner. Must possess the ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplished. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Incumbent will primarily work in a climate-controlled office under artificial lighting. Position may require overnight and frequent

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traveling within the five (5) county areas of the central coast of California and travel statewide for attendance at meetings and training. Employee will be required to traverse moderately accessible office complexes, parking lots, highways and sidewalks. Employee may be required to travel and work outdoors and may be exposed to dirt, noise, dust, uneven surfaces, extreme cold and extreme heat.

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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