

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D7/Division of Transp. Safety & OPS/Office of Permits	
WORKING TITLE Project Permit Manager	POSITION NUMBER 907-397-3161-022	REVISION DATE 03/19/2025

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 Permits, a Supervising Transportation Engineer, the Senior Transportation Engineer is the Project Manager (PM) responsible for managing resources and delivering encroachment permits for the Office of Permits covering the Los Angeles County areas. The project Manager's goal is to successfully deliver encroachment permit related projects from the conceptual stage to the final inspection. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration, 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. (Prosperity, Employee Excellence - Collaboration, 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 - Collaboration)
- **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. (Prosperity, Employee Excellence - Collaboration, Equity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Prosperity, Employee Excellence - Collaboration, Equity)
- **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. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action, Prosperity - Equity, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Collaboration, Equity)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35%	E	Responsible for supervising and directing transportation engineers by reviewing the work of the area permit writers. Review correspondence and encroachment permits to ensure compliance to State policies, guidelines, standards and specification. Actively participate in the project delivery process. Provide direction for complex permit applications and resolve conflicts; chair meetings when necessary. Prepare correspondence responding to letters/email received from external contacts and Caltrans functional units.
35%	E	Responsible for supervising and providing guidance to the area permit inspectors to ensure public safety and mobility. Attend meetings to resolve conflicts and address public concerns. Organize and conduct safety meetings. Verify complex field encroachment permit related matters.

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

---

20%	E	Work closely with staff to develop skills necessary to improve efficiency and quality of work. Assess staff skills, develop training programs and monitor results. Work with other supervisors and Headquarter to develop and implement new guidelines and requirements. Recommend improvements to existing policies, procedures, manuals and guidelines.
10%	E	Monitor and manage the resources and workload to ensure timely completion of encroachment permits in a professional manner. Prepare reports to assess workload, cost recovery, and compliance to budget allocation. Act as the Office Chief (District Permit Engineer) as needed in the absence of the Office Chief. May perform other duties as assigned.

<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**

This position requires supervision of a staff that varies between eight to twelve employees. The staff includes but is not limited to Transportation Engineer, CT/Civil, Transportation Engineer Technician and Landscape Architect.

---

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

This position requires an engineering degree. This position requires knowledge of the Encroachment Permit Manual, the Project Development Procedure Manual, the Highway Design Manual, hydraulics, right of way, environmental requirements, traffic operations, construction, maintenance practices and Local Assistance Programs. The incumbent must be able to work with computers to manage the work and assist in managing the program.

The incumbent must have the ability to analyze a situation and take appropriate and effective actions. This position requires the ability to exercise good judgment; the ability to make fair and equitable decisions in a timely manner while under pressure; and the ability to represent the State in working with staff, consultants, contractors, the public and the local agencies.

The incumbent must be able to communicate verbally and in writing effectively. The incumbent needs to work cooperatively with others as an interdisciplinary team member. The incumbent must establish and maintain good working relations with staff, Caltrans functional units, Headquarters, local agencies, property owners, consultants and contractors.

The incumbent must be able to supervise and provide guidance to the staff.

The incumbent needs to know personnel policies. The incumbent must be effective in implementing policies and procedures. The incumbent must become knowledgeable about the department's EEO, Ethics, Partnering, Environmental Justice and similar policies with their associated directives. Must be current with the latest Caltrans' Strategic Management Plan direction and purpose.

Should have working knowledge of computers. Working knowledge of Windows NT, Microsoft Access, Excel, and Word is highly desirable.

---

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent must use sound professional judgment to ensure proper decisions affecting work under his/her responsibility. Must make sound and timely decisions relating to the development and implementation of the Departments permit requirements. Decisions not properly made or coordinated with Headquarters, other Districts and various partners (local/regional agencies) could result in a delay of project's delivery, increased congestion and potential litigation. Additionally, it would impact the District's ability to meet the goals of improving mobility and safety of the State system and to effectively move people, goods, and services with a minimum of congestion and delay.

---

**PUBLIC AND INTERNAL CONTACTS**

Participation in meetings and interaction with state, regional and local agencies, the private sector, elected officials and the public concerning the scope and content on specific projects (encroachment permit).

Frequent contact and close coordination with the other offices within the Division of Transportation Safety and Operations, Construction, Design, Maintenance, Planning, and Legal, to provide permit reviews to assist in making proper and round decisions. Intermittent contact with local agencies such as cities and counties; private sector parties such as consultants, community groups, and citizens. These contracts will be verbal or written, as needed.

---

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical requirement includes the ability to travel to work sites away from the office.

Mental Requirements include ability to sustain mental activity necessary for problem solving, analysis and reasoning when it comes to judgment that relates to public safety, emergencies and traffic safety. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time. Ability to sit for prolonged periods of time and may be required to

---

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

work beyond normal work hours during emergencies. Must grasp the essence of new information and master new technical and business knowledge.

Emotional requirements include ability to develop new insights into situations and apply innovative solutions to make organizational improvement. Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Ability to resolve emotionally charged issues reasonably and diplomatically. 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.

---

### WORK ENVIRONMENT

Structured hybrid telework at home and at worksite. While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Job includes field inspection work and working outdoors. Local travel required.

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