

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Headquarters/Budgets/Federal Resources	
WORKING TITLE Senior Transportation Engineer (Specialist)	POSITION NUMBER 900-082-3161-012	REVISION DATE 03/27/2025

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

GENERAL STATEMENT:

Under the general administrative direction of the Chief, Project and Program Management Branch, Office of Federal Resources, Division of Budgets, a Supervising Transportation Engineer, the Senior Transportation Engineer (Sr. TE) is responsible for the review and oversight of federally funded transportation projects as delegated by the Federal Highway Administration (FHWA) under the provisions of the Department's Stewardship and Oversight Agreement with FHWA. The Sr. TE takes on the role of the FHWA oversight engineer and ensures that federally funded transportation projects are funded in accordance with applicable federal laws, regulations, and policies. This includes reviewing the PS&E and other documents submitted by the District to determine eligibility for Federal participation, and assigning the appropriate Federal funding within eligible Federal categories prior to entering into the project funding agreement with FHWA.

The Sr. TE has significant direct contact with FHWA engineers to assure that they are provided with the necessary documentation in order to obtain their authorization to proceed with a project. When FHWA questions methods of work or Federal regulation compliance, the Sr. TE is required to negotiate resolution of issues, both Statewide and project specific. These resolutions must be successfully negotiated often within hours, to make sure that construction advertising and other project milestones are not missed and that projects remain in compliance with Federal requirements.

The Sr. TE must be abreast of the latest engineering practices, Federal regulations and policies required to assist others and produce timely and effective projects that are acceptable to the Department and to the FHWA and will also handle special projects, programs, and prepare reports, as 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Innovation)
- **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. (Employee Excellence - 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 - 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. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - 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. (Employee Excellence - People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **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 - Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Responsible for acquiring the Federal authorization for all State Highway System (SHS) projects located within one or more Districts, eligible for Federal reimbursement under Title 23 of the United States Code (23 USC). This involves reviewing PS&E submittals and other related documents, preparing and signing State/Federal Project Agreements and Agreement Modifications (E-76) and assisting Project Managers in keeping projects in compliance with all Federal requirements throughout the life of the project.
25%	E	Responsible for assuring that construction projects located on the SHS conform to FHWA requirements. Utilizes project construction cost estimate data provided by the Division of Engineering Services/Office Engineer (OE) in the AASHTOWare Preconstruction (AWP) or other database and prepares Preliminary Estimates in a format acceptable to the FHWA clearly showing the eligible and non-participating items of work. Works with the OE in monitoring construction contract awards and utilizes the updated award data provided by the OE in the AWP to prepare a Federal Detail Estimate in accordance with FHWA requirements. Reviews and provides federal project funding tables to OE and Districts as a guide in setting up the projects in Department's accounting system for federal reimbursement.
25%	E	Develops, coordinates, and performs process reviews of the internal Department guidelines and procedures related to delivering Federal-aid projects, documents and makes recommendations to improve and streamline the process while complying with all the requirements. This includes compiling relevant guidelines and procedures and providing written and verbal communication and training to Districts and other divisions.
20%	E	Responsible for managing special programs and providing direction and guidance on complex engineering situations to both district and Headquarters' Engineers, Right of Way Agents, and Accountants, on compliance with Federal and State laws and policies. Also instructs external groups such as: cities, counties and transit organizations on compliance with State and Federal laws and policies to qualify projects for Federal funding, ensuring that California continues to receive the maximum amount of Federal funds possible. Responsible for coordination with the MPO's, transit operators and various local agencies, when necessary, to ensure that projects funded from the State Transportation Improvement Program (STIP) and the State Highway Operation Protection Plan (SHOPP) receive timely authorizations, including the transfer of funds to the Federal Transit Authority (FTA) for transit related projects, after verifying that all required actions have been taken.
5%	M	Develops and implements innovative funding plans within the scope of Federal eligibility to ensure that California continues to commit all of the available Federal funds, in order to be eligible to receive Federal funds not used by other States. Innovative plans can be a combination of various funding techniques, or the development of new techniques while assuring the projects are appropriately funded and maintain eligibility.

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 Sr. TE does not directly supervise, but will serve in a lead-function on special projects and/or Programs. The Sr. TE will also share with other Sr. TEs the responsibility of acting on behalf of the Chief during his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a thorough knowledge of State and Federal statutes, regulations, guidelines and policies related to transportation programming and funding of transportation projects. An understanding of the relationship of the Federal transportation programming process to the State's transportation programming process is required.

Ability to communicate effectively both orally and in writing; works cooperatively with others, develops and maintains effective working relationships. Knowledge of and ability to use personal computer equipped with e-mail, word processing, spreadsheet, and database software including Microsoft Word, Microsoft Excel, FileMaker Pro, Microsoft Internet Explorer and other internet applications, is required. Must be able to respond to inquiries from Caltrans management and internal/external customers, in a

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timely and effective manner. Ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management policy. Cooperatively work with FHWA engineers, Right of Way staff and Planning staff and negotiate resolution to issues with FHWA that can have statewide impact to assure timely funding.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer is directly responsible to ensure that available Federal funds are efficiently used, projects are qualified and authorized on time, that District, Headquarters and external groups such as, MPO's, RTPA's and Transit groups have the necessary guidance to allow successful receipt of Federal funds.

Errors in judgment or untimely action can result in project advertisement delays, inappropriate submissions to FHWA for special funding, disruption of the construction industry, delay of scheduled transit projects and the potential loss of Federal funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent is required to work closely with the Metropolitan Planning Organization (MPO), cities and counties occasionally to determine project eligibility for Federal participation and determine the category of Federal funds available for the type of work being done.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods using a telephone, keyboard and video display terminal. Employee may be required to sustain the mental activity needed for writing, problem solving, analysis and reasoning; will be required to develop and maintain cooperative working relationship and respond appropriately to difficult situations.

WORK ENVIRONMENT

Employee will work in a six-story climate controlled office under artificial light. Due to periodic problems with heating and air conditioning, building temperature may fluctuate.

This position may be eligible for hybrid 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.

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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.)

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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