

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Senior Transportation Eng, CT	OFFICE/BRANCH/SECTION Program/Project Management	
WORKING TITLE Project Manager	POSITION NUMBER 904-xxx-3161	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Supervising Transportation Engineer in the Division of Program and Project Management the Senior Transportation Engineer serves as Project Manager. The incumbent ensures the delivery of all assigned projects within scope, cost, schedule, and resources. The Senior Transportation Engineer is responsible for managing and facilitating the development and engineering administration of the project from inception through completion of the construction contract. The Senior Transportation Engineer will provide transportation engineering support to the Supervising Regional Project Manager for projects that are in the State Transportation Improvement Program (STIP), State Highway Operational and Protection Program (SHOPP), storm damage, seismic projects, minors, and other Capital Outlay funded projects. The incumbent will function as a liaison for any Transportation Engineering issues on behalf of Division of Program/Project Management. Regular and punctual attendance is required. As workloads shift and change, duties may be adjusted to perform other Senior Transportation Engineer (Specialist) tasks within the Division.

CORE COMPETENCIES:

As a Senior Transportation Eng, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Engagement, Innovation)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

ADA Notice

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50%	E	Plans, organizes, coordinates, and controls transportation Projects utilizing appropriate tools and equipment for scope, schedule, and cost; managing both capital and support costs; and monitoring actual against planned costs. Consults with and advises District Management and may act as their direct representative in major program areas at either private or public meetings. Works closely with the Project Management Coordinators and Environmental Planning Delivery Managers to assure that the transportation engineering portion of delivery fits with in project timelines and is delivered on time and within budget. Acts as a liaison on behalf of Division of Program/Project Management for any right of way related issues.
25%	E	Assembles a project team of functional managers, local representatives, and permit agencies as appropriate, to ensure project completion on schedule, within budget, while maintaining the overall quality of the project. Lead the Project Development Team in developing Project Workplans for scope, schedule and cost. Managing and coordinating project internal and external activities. Obtains the services of functional units by negotiating agreements with functional managers to meet project commitments.
20%	E	Maintains open communication and provides timely and accurate information about the project status to functional managers on a regular basis. Provides District management with timely and accurate information about the project status on a regular basis, including schedules and costs of project. Identify project conflicts and issues in a timely manner and elevate if unable to resolve directly. Request Management approval when changes are required on project scope, schedule and cost.
5%	M	Occasionally ensures that all reasonable alternatives are explored before requesting changes. When a change is required, the incumbent will thoroughly document the reasons for the change.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
This position requires possession of a valid California PE license to establish and maintain employment. This position requires thorough knowledge of all phases of environmental planning, transportation engineering, including the project development process; funding and budgeting; and principles and techniques of project management. The incumbent must analyze situations accurately and develop an effective course of action. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally. Must be versed in Program/Project Management policy, procedures, regulations and laws.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The decisions made by the incumbent will affect project delivery commitments. Improper decisions could result in project delays that could increase project costs, loss of Federal funds, and loss of credibility and good will for the Department.

PUBLIC AND INTERNAL CONTACTS
The incumbent must effectively interact with Region, District, and Headquarters functional units, local and regional agencies, other State and Federal agencies, the media, and the general public. The incumbent will also represent the Department at public hearings and other forums.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employees may be required to sit for long periods of time using a keyboard and video-display terminal. They may be required to move large plans/diagrams/specifications from one location to another.

WORK ENVIRONMENT
While at the District Office, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel to various work sites; and, while at construction sites, employees may be exposed to dirt, noise, and uneven surfaces.

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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
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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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