

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 08-609 MAINTENANCE ENGINEERING (EFIS # 4278)	
WORKING TITLE Senior Transportation Engineer (Specialist) Asset Management	POSITION NUMBER 908-609-3161-XXX	REVISION DATE

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 a Supervising Transportation Engineer, a Senior Transportation Engineer Specialist is responsible for District Transportation Asset Management program, coordinates and facilitates the planning, priority and development of the District State Highway Operation Program (SHOPP) Ten-Year and Four-Year Plans. Working with district, headquarter staff and local partners, and represents the Department at various community, regional, and statewide meetings.

The incumbent must possess a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers. Possession of a valid California driver's license is required to operate a State vehicle.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **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 First, Cultivate Excellence - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence - Engagement, Innovation, Pride)
- **Managing Performance**: Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

TYPICAL DUTIES:

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

ADA Notice

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40%	E	Develop, maintain, and oversee the implementation of a District 8 Division of Maintenance Transportation Asset Management Program including reviews the Ten-Year and Four-Year SHOPP. Provide input and direction to and from district asset management engineers and staff related to the development of the California Transportation Asset Management Plan (TAMP) including asset classes, identification of inventory and condition, monitoring objectives and performance measures. Functions as the District Program Advisor for Pavement, Bridge, Culvert, Signs and Lighting. Respond to requests for asset information and represent asset management in various meetings both internal and external. Represents the Division at various Transportation Asset Management meetings. Attends Project Development Meetings for Pavement, Bridge, Culvert, Signs and Lighting projects to represent Maintenance.
20%	E	Development, management and tracking of an inventory, databases and software programs/tools that District 8 Division of Maintenance use to identify the assets, needs, evaluate project level effectiveness, prioritize projects, and track performance.
20%	E	Perform Independent Quality Assurance (IQA) on construction contracts to ensure Plans, Specifications and Estimate (PS&E) are biddable, buildable, constructable and maintainable prior submitting PS&E to District Office Engineer (DOE).
10%	E	Perform District 8 Emergency Response Coordinator to prepare a Director's Order to initiate emergency work under contract and to speed reopening and reconstruction of a damaged transportation facility. Coordinates and consults with the District Disaster Coordinator and their staff regarding recommended projects and reviews engineering work for adherence to Caltrans standards.
10%	M	Coordinates, prepares and presents information to Headquarter, District, and external partners. Perform engineering related functions as directed to support project delivery activities. Implements the Department's goals and policies as set forth in the Policy Direction Statement.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of various phases of transportation engineering; the mission, goals, laws and rules implemented by the Department. Must have knowledge civil and traffic engineering principles. Must be able to communicate effectively orally and in writing. Must have the ability to analyze situations and adopt an effective course of action; evaluate engineering reports, plans and specifications. Must be able to analyze proposals made by others, identify possible impacts and recommend mitigation measures to provide the most effective solution to an identified need. The position requires a valid Certification of Registration as a Civil Engineer in California.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Exercises independent judgment and decisions in the formulation and review of proposals; evaluates projects for safety within the division. In dealing with the public and other agencies, frequently makes commitments for the Department. These decisions and commitments are significant in public safety, public relations and dollars. Responses and decisions in error could result in major citizen concern and lawsuits against the State or project delays and unnecessary expenditures of public funds.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with other units throughout Caltrans, coordinating work and exchanging engineering recommendations. Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives, private developers, and concerned citizens; may be called on to testify as defense or expert witness for the Department in legal proceedings where the appropriateness of design decisions is a issue.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**Physical:**

Employees may be required to sit for long periods of time using a personal computer. When conducting field reviews, they may be subjected to loud noises such as heavy traffic. They may be required to move plans, which are bulky and heavy.

Mental:

The work requires considerable analytical ability. Employees must possess a sustained mental capacity for analysis, problem-solving, reasoning, and report writing.

Emotional:**ADA Notice**

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Must be able to develop and maintain cooperative working relationships; handle stressful and demanding situations in a calm manner.

WORK ENVIRONMENT

While at the base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to occasionally travel and perform field investigation and may be exposed to moving traffic. Employee may be exposed to dust, dirt, noise, uneven surfaces and/or extreme heat or cold.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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