

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 8 / Design	
WORKING TITLE Design Manager	POSITION NUMBER 908-201-3155-XXX	EFFECTIVE DATE 11/01/2021

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general direction of the Deputy District Director for Design, a Principal Transportation Engineer, the incumbent supports the Deputy District Director in directing the activities and decisions relating to design and development of complex transportation projects designed by Caltrans, local agencies or consultant staff. The incumbent directs Design functions, which include Roadway Design Units & Engineering Services Units.

**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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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. (Safety First, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Equity, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Equity, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Plans, organizes and directs the work of approximately 80 engineers and technical support staff in a variety of design activities and support associated with the preparation and oversight of plans, specifications, reports and estimates for complex highway and freeway projects.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

25%	E	Confers with District supervisors and managers and Headquarters staff regarding requirements for proposed and ongoing projects. Determines staffing and budgets needs; determines scope of analysis required and eligibility of projects ready for implementation; communicates with representatives of other agencies correlating project design; reviews in the field and in the office detail of plans during and upon completion of the design phase.
20%	E	Reviews essential documents such as project work plans, risk management plans, project charters, and engineering reports to ensure that projects are managed effectively with respect to scope, cost, schedule and quality. Actively participates in project development team meetings and other project related focus meetings.
15%	E	Represents the District at various meetings with elected officials, local agencies, Headquarters, consultants and public hearings; serves as Caltrans' representative at various committee meetings and ensures that State laws, rules and policies of Caltrans are considered and carried-out.
10%	E	Prepares and maintains various reports, databases, and technical guidance as required.

<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**

Provides first-line supervision to Senior Transportation Engineers of Roadway Design & Engineering Services Units and second-line supervision to a staff involved in a variety of engineering activities; provides direction to local agencies consulting firms performing activities on State Transportation system.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have a good working knowledge of the fundamentals of Supervision, engineering, and the project development process. The following are knowledge, abilities, and analytical requirements necessary for this position:

- Knowledge of the Department's Strategic Plan, its purpose, mission, vision and goals, together with its organization, policies and procedures; various phases of transportation engineering and systems planning, transportation economics and financing; factors which influenced the impact of transportation facilities on the environment, community and economy; principles and techniques of personnel management and supervision.
- Knowledge and understanding of Department's Equal Employment Opportunity Policy, Health and Safety, Labor Relations and the rules and criteria for contracting-out work; principles of public administration; including budgeting; principles and techniques of supervision and personnel management, sources of funding transportation programs; and effective public information techniques.
- Ability to plan and direct the work of others, judge work quality and performance, dictate technical correspondence and prepare complete and comprehensive reports, prepare articles for publication and address an audience effectively.
- Familiar with Design, Construction, Environmental, Program/Project Management, Maintenance and Right of Way activities, as they pertain to the project development process.
- Ability to evaluate and make recommendation concerning the policies and procedures, which affect delivery.
- Ability to properly manage the development and implementation of complex transportation projects.
- Ability to communicate clearly and concisely in written and oral presentation.
- Must have a thorough knowledge project funding and fund types.
- Broad understanding of engineering functions and terminology.
- Ability to organize work priorities and meet project commitments.
- Ability to establish and maintain cooperative working relationships.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for the development of all projects within the assigned Design and Engineering Service Offices. Decisions affect the commitment of capital resources for projects to ensure cost effectiveness and timeliness in improving and protecting a major portion of the District's transportation system. The incumbent determines that specific local, state and federal regulations are met. Responses and decisions in error could result in project delivery failure; loss of Federal funds at State and local levels, major citizen concern and lawsuits against the State.

**PUBLIC AND INTERNAL CONTACTS**

- Has daily contact with all levels of Department personnel; frequent contact with various City, County, Federal and State agencies, transportation commissions, legislators and the public.
- Prepares and presents data of a general and technical nature at the public meetings and hearing to governmental representatives, private developers and concerned citizen; may be called on to testify as defense or expert witness for the Department in legal proceedings where the appropriateness of design decisions in an issue.
- Preparation of project information and responses to inquiries from outside agencies, citizens groups and the public is required.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

## POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

---

Contacts may be through formal/informal meetings, presentations and written correspondence.

-Interacts on a regular basis with area legislators, local government officials, elected officials and consultants either orally or in writing regarding complex and sensitive issues.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

#### Physical

Normal assignments are within District 8, which includes San Bernardino and Riverside Counties. Since the Design Division delivers many different products of information, changes in work assignments are frequent and unpredictable. Since the physical environment is directly linked to work assignments any or all of the following conditions may be met:

- Frequent, substantial or unexpected workload changes, which can dictate rescheduling or reassigning of work as needed.
- Must be able to work on a keyboard using fine manipulation.
- Must be able to sit for long duration and perform tasks utilizing a personal computer.
- Requires the ability to move across uneven surfaces and hilly and hilly area. Also, requires occasional bending, stooping, lifting and kneeling.

#### Mental

- Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.
- Must be able to maintain a sustained mental alertness and concentration for prolonged periods of time while performing tasks assigned to them relating to various projects.
- Must be able to effectively communicate ideas, issues and possible solutions, as they relate to a particular task or project.
- Must be able to develop new insights into situations and apply innovative solutions to make organizational improvements and promote a work environment that encourages creative thinking and innovation.
- Must be able to organize and prioritize large volumes of work.

#### Emotional

This position requires constant interaction with both internal and external contacts. It is important that the employee works with others in a team environment to develop and maintain cooperative relationships.

- Ability to establish and maintain friendly, business-like relations with those contacted in the course of the work.
  - Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even while working under adverse conditions.
  - Is open to change; adapts behavior and work methods when presented with new ideas, changing conditions or unexpected obstacles.
  - Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.
- Values cultural diversity and other individual differences in the workforce.

### WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

May be required to travel within and outside of the District while attending meetings and various transportation related functions. Subject to normal climate conditions and exposure to dirt, noise, and/or extreme heat or cold. Due to COVID-19, telework opportunities may be provided.

# POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

---

---

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

---

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

---

SUPERVISOR (Print)

---

SUPERVISOR (Signature)

DATE

---

---

---

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.