

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION DISTRICT 7/PROGRAM/PROJECT MANAGEMENT	
WORKING TITLE Office Chief (Area Manager)	POSITION NUMBER 907-104-3155-003	REVISION DATE 07/26/2023

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:

In a very large Urban District, under the direction of the District 7 Assistant Division Chief for Program/Project Management, the Area Manager is responsible for providing management and direction to the Project Management Office D and the Consultant Services and Cooperative Agreements Office. Incumbent is responsible for supervising and directing the Senior Transportation Engineers (Project Managers) in managing projects to ensure that individual projects meet standards and practices and are completed on schedule and within budget; Senior Transportation Engineers & Senior Environmental Planner (Contract Managers) responsible for the procurement and management of Architectural & Engineering (A&E) contracts to successfully deliver projects; and administrative staff working to support the Contract Managers and assist in the development of Cooperative Agreements. The Area Manager will have responsibility from its inception to completion of the construction contract, including responsibility for scope, cost, schedule, and coordination of work. Possession of valid certificate of registration as a civil, electrical or mechanical engineer issued by the California State Board of Registration for Professional Engineers is required.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (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)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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. (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)
- **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. (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)
- **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. (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)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Perspective (Thinking Globally & X-function):** Broad view of issues, ability to pose future scenarios, and think globally. Stays current on changes and new developments in industry. Ability to look at and is open to different perspectives. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)

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- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
20%	E	The Area Manager provides management and direction to Project Managers continuously monitoring, tracking and coordinating the overall delivery of Project Management Area D programmed projects, capital dollars as set forth in the program documents, and capital support to ensure that project delivery commitments are met. Serves as a Supervisor and mentor to the Senior Level Project Managers. The Area Manager will represent the Senior Level Project Manager on issues where there is a need for a Supervising Transportation Engineer, including staffing negotiations with functional Office Chiefs and meeting Local Partners.
20%	E	The Area Manager directs and authorizes the development of all documents required to procure professional services including justification for contracting work, Scope/Statement of work, Workload Estimates, Fact Sheets, Form 360's, and Requests for Qualifications. Ensures that request packages are complete, are authorized under current State and Federal laws and regulations, and are within resource allocation constraints. Oversees the consultant selection process from advertisement to award to ensure that the most qualified consultants are brought on board in a timely manner. Ensures that all contracted work is performed in compliance with the contract terms and conditions. Approves and authorizes task orders. Reviews and recommends approval of contract amendments. Identifies and issues written guidance to ensure consistency of contract management work across all division support contracts.
20%	E	The Area Manager provides general direction and management to the Branch Chief of the Consultant Services Unit, a Staff Services Manager II, to ensure the District's contracts support needs are addressed and that the processing of invoices comply with the Prompt Payment Act. Acts as the District's Advocate Representative for the District 4 Calmentor Program and primary contract for the Professional Services Community. Supports the Department's goal to increase the use of Small Business Enterprises (SBE), Disadvantaged Business Enterprises (DBE), and Disabled Veteran Business Enterprises (DVBE).
15%	E	The Area Manager is accountable and responsible for decisions, actions, and consequences inherent in the planning, organizing, directing and monitoring of activities necessary to deliver large complex transportation projects assigned within his/her region from initiation through construction and project closeout. The Area Manager is accountable and responsible for delivering all projects within scope, schedule, and budget established for each project; work with Project Development counterparts to ensure that the PS&E deliverable meets the needs, is timely and at the right cost; involved in all decisions that concern any scope, schedule or budget changes; ensure that annual cost updates are occurring; strategically analyze situations and take appropriate action; work with Project Development on difficult technical problems. The Area Manager is responsible to elevate issues of concern to the Principal Transportation Engineer, Assistant Division Chief for Program/Project Management, with recommendations for addressing these issues.
10%	E	The Area Manager acts as the focal point for all internal and external customers to identify and prioritize candidate projects within his/her area.
10%	E	The Area Manager acts as the Liaison with Headquarters, LACMTA,(Los Angeles County Metropolitan Transportation Authority), VCTC,(Ventura County Transportation Commission), FHWA, (Federal Highway Administration), other Local Agencies, and within the District in the transportation matters generic and specific to his/her area, and related policies pertaining to project commitments.
5%	M	The Area Manager will provide status reports to the Principal Transportation Engineer, Deputy District Director, and other Managers as required; prepare and deliver presentations internally and externally regarding Districts PPM Area D, projects and programs; oversee training regarding project management practices and principles as well as consultant services and cooperative agreements; represent the District on special teams and areas of improvement on both a District and Statewide level; provide strategic analysis for the District.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Provides direct supervision to Senior level and administrative staff in the offices of Project Management D, Consultant Services and Cooperative Agreements.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Area Manager shall have knowledge of: a) Various phases of transportation engineering design, economics, and financing and the principles of Program Management and Project Management (PPM). b) State, Local and Regional government organizations and regulations as they relate to project and program development and delivery. c) Principles of public administration including budgeting. d) Principles and techniques of Supervision and Personnel Management as they relate to project and program delivery. e) Sources of funding transportation programs. f) Effective public information techniques. The Area Manager shall have the ability to: a) Plan, direct, and coordinate the work of various groups engaged in the planning and delivery of the Capital Outlay Program consisting of State Highway Operation and Protection Program (SHOPP), State Transportation Improvement Program (STIP), Transportation System Management (TSM), Minor, Measure and Locally-funded projects. b) Analyze situations and take appropriate administrative action. c) Work effectively with others as a team member. d) Establish and maintain effective cooperative relations with those contacted in the course of work. e) Provide leadership in the development and delivery of all his/her projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The District Area Manager is responsible for all District decisions relating to Project/Program Management Area D projects including, but not limited to, final decision of: a) The candidate projects to be considered for each area and funding source; b) The priority, scope, capital financing and support costs of the candidate projects for each area. The consequences of poor decisions and actions include but are not limited to: a) Development of low priority on or non-essential project at the expense of higher priority projects. b) The commitment of limited resources to projects with lower priority. c) Impediment of individual project or the entire District program. d) Development of incomplete or erroneous information and reports.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are required on a continuing basis at various levels within the District and with Headquarters. External contacts with Federal Highway Administration (FHWA), the regional planning agencies and other local agencies are also required. This contact is necessary in order to prioritize, monitor, and track various elements of project delivery. The public, local agencies, and the news media are frequently in contact concerning the PPM Area D projects. Elected officials are occasionally briefed and consulted.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work and achieve maximum performance under high pressure, demanding, and constantly changing requirements.

WORK ENVIRONMENT

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

Employees may also be required to travel and work outdoors and may be exposed to 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's 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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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 incumbent.

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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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
