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CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 11/ Construction Division/ District Office	
WORKING TITLE District Division Chief, Construction	POSITION NUMBER 911-001-3155-011	EFFECTIVE DATE

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.

(PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY

GENERAL STATEMENT: RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.) * RED TEXT ONLY APPEARS ON THE SCREEN

Under the general direction of the Deputy District Director (DDD) of Construction, a Principal Transportation Engineer, the District Division Chief of Construction has responsibility within the delegations provided, for all activities of the staff within the District 11 (District) Construction Division. Incumbent directs and administers the Department's policies and procedures and implements quality standards relating to the Department's Statewide Construction Program. Incumbent is responsible for the efficient administration and operation of the Department's Construction Program within the District boundaries of San Diego and Imperial Counties. Incumbent must possess a valid license as a Professional Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

CLICK ON THE "VIEW COMPETENCIES" BUTTON TO SELECT CORE COMPETENCIES, GOALS, AND

CORE COMPETENCIES: VALUES. AFTER SELECTIONS HAVE BEEN MADE, THEY WILL BE MERGED INTO THIS SECTION.

[View 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (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)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (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)
- **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, 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)
- **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, 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)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (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)
- **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. (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)

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- **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. (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)
- **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, 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)

TYPICAL DUTIES:

(PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) *RED TEXT ONLY APPEARS ON THE SCREEN

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Responsible for planning, organization, and directing activities for construction of the District's transportation facilities. Responsible for the development, direction, and implementation of policies and procedures, establishment of standards, and the development and implementation of work priorities. Responsible for timely, efficient delivery and completion of projects and services that provide maximum benefits to the traveling public on our transportation facilities, and in accordance with Federal, State, and Jocal mandates. Involved in the resolution of highly complex or politically sensitive construction issues, administrative and personnel matters, interagency and Public Relations work. Administers the processing of claim related contract documents, advises to all levels of staff both in the office and field as necessary, on complex change orders, claim resolution, and the interface between design, operations, maintenance, project management and other district functions. Manages, tracks and monitors construction operating expenses, personal service dolJars, contract funding, personnel resource allocations, staffing of projects, consultant contracts, and other resource issues. Manages the proactive resolution of construction issues through Constructability reviews. Tracks and monitors the delivery of materials engineering reports and other projects including independent assurance testing. Promotes safety on the job site for Caltrans staff, contractors, employees, and the traveling public. Approves Contract Change Orders (CCO) and related documents, overtime requests, travel expense reports, and other documents as delegated. Promotes the constructive use of lessons learned from completed contracts. The Professional Engineer Act states that it is unlawful for an employee to perform the duties mentioned above without possession of a valid license.
35% E	Represents Caltrans in meetings and dealings with Federal, State, Regional and local agencies concerning cost, schedule and scope of projects. Confers with Headquarters (HQ) staff and other DDDs on difficult technical, budget or administrative matters, and is responsible for resolution of issues that maximize delivery of projects within scope, time, and budget. Resolves highly technical and politically sensitive issues, administrative and personnel matters, and interagency and Public Relations challenges.
10% E	Actively participates as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program.
5% E	Represents the District on committees; task forces, steering committees and policy and advisory groups for projects and issues related to Construction.

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

Incumbent provides first level supervision for nine Senior Transportation Engineers, one Senior Landscape Architect, one Senior Transportation Electrical Engineer and is the second line supervisor for a staff of 115. Additionally, the incumbent provides leadership to consultants, contractors, and student assistants. Incumbent may be called upon to act in absence of the DDD for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires in-depth knowledge of transportation economics and financing; functions and funding practices of Federal, State and Local governments within the area of transportation; factors which influence the impact of transportation facilities on the environment, the community and the economy; State and Federal laws regulating the activities of the Department; principles and techniques of public transportation works management and administration; principles and practices of project and organization management, including cost and schedule control-measures; risk analysis methods, tools and use; objectives and processes to meet the Department's Equal Opportunity Employment (EEO) policies; Title VI Federal Guidelines, and all applicable Federal, State and local laws' regional transportation programs and projects; innovative project financing opportunities;

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and innovative project development/delivery methods such as design-build and design-sequencing.

In addition, the position requires ability to manage the work of an internal and external multi-disciplinary staff; effectively analyze and manage the risks associated with various projects and programming decisions; provide direction in a variety of operational settings and integrate the activities of a diverse program to attain goals; develop cooperative working relationships with representatives of all levels of government, the general public and the Legislative and Executive Branches; analyze other complex issues and recommend effective courses of action; implement the Department's EEO objectives; and communicate effectively both verbally and in writing to all organizational levels and across a wide variety of professions.

Incumbent analyzes and acts on complex and unique public transportation works management and administration issues.

Extensive analytical, leadership and interpersonal skills are required:

1. To develop strategic plans.
2. To resolve complex conflicts.
3. To provide project direction and leadership.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the District's Construction Program. In addition, the position acts as required in the District's "Schedule of Delegation of Authority." Poor judgment may unnecessarily delay projects; increase project costs; permit lower quality work, allow for potential mismanagement of public funds; and negatively impact the Department's credibility.

PUBLIC AND INTERNAL CONTACTS

Incumbent develops and maintains partnerships of assigned District functions with other District functions, Federal agencies, other State agencies, and local governments; responds to local community concerns and general public issues; speaks in public on the effects of current transportation projects as they relate to transportation matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses. Must have the ability to apply sound judgment in problem-solving.

WORK ENVIRONMENT

The base of operation will be a Construction Administration District Office. While in the office setting the incumbent will be working in a climate-controlled environment with artificial lighting. The incumbent is required to visit construction site(s) and field office(s). While at a construction site, the employee may be exposed to the elements, dirt, noise, uneven surfaces, heavy equipment and traffic. On occasion, incumbent may be required to travel for State business. He/she may be exposed to local weather and traffic conditions. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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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