

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Assets and Equipment/Rolling Stock Engineering	
WORKING TITLE Chief, Rolling Stock Engineering Branch	POSITION NUMBER 900-075-3161-013	REVISION DATE 04/27/2023

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:

Under the direction of the Chief of the Office of Assets and Equipment (OAE) in the Division of Rail and Mass Transportation (DRMT), the Senior Transportation Engineer as Chief of the Rolling Stock Engineering Branch serves as the primary engineering expert for California passenger rail fleet engineering needs.

This position will oversee the Rolling Stock Engineering Branch to provide technical oversight for engineering work and knowledge pertaining to rail and transit technologies, including zero-emission rail technology; provide engineering expertise to internal and external stakeholders and partners; supports other branches of OAE in design reviews of railcar plans, development, maintenance practices, and vehicle inspections; and coordinates with contracted engineering staff to accomplish OAE and DRMT goals.

The incumbent will be responsible for supervising a staff of Transportation Engineers.

This position requires occasional travel.

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. (Safety First, Cultivate Excellence - Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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, Lead Climate Action - Equity)
- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement)
- **Understanding Others/Motivation**: Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement)
- **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, Lead Climate Action - Equity)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation)

ADA Notice

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- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Provide technical oversight for engineering work and supervise staff and consultants providing engineering expertise to internal and external partners for zero-emission transitions for rail and bus fleets, including: <ul style="list-style-type: none"> - Determining feasibility of ZE technologies - ZE technical support for partner agencies - Developing and reviewing vehicle technical specifications - Supporting Contract Deliverables (CRDL) reviews - Reviewing system and component designs - Supporting systems engineering and integration - Inspecting and commissioning products - Reviewing emissions analysis and power train and energy supply chain simulations
30%	E	Provide engineering expertise and supervise staff and consultants providing technical oversight over engineering work and subject matter expertise in vehicle and infrastructure maintenance and upgrade programs, including: <ul style="list-style-type: none"> - Lean Maintenance Management System maintenance program - Platform-train interface standardization - Loss of shunt testing and remediation - General vehicle, system, and component engineering - Development of Systems Safety Program Plan components
10%	E	Coordinate activities and knowledge in the Rolling Stock Engineering branch with other branches in the Intercity Passenger Rail program, including teams with responsibility for fleet management and planning, fleet procurement, equipment inspection and lifecycle maintenance, maintenance facility management, equipment contracting, or operational support.
5%	M	Assist the Chief of the Office of Assets and Equipment with zero-emissions task forces, work groups, and cross-agency collaborations, including the Zero Emission Heavy Transportation state agency task force and Zero Emission Working Group of the Rail Fleet Consortium.
5%	M	Oversee consultant support related to zero-emission and engineering projects and assist in development of necessary contract scopes of work. This will include reviewing consultant work, progress reports, correspondence, and deliverables.

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 will supervise Transportation Engineer staff. The Sr. TE will also act as a lead on special projects and may review or oversee tasks performed by staff outside of the Rolling Stock Engineering Branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the principles and practices associated with the engineering aspects of passenger rail services, strong project management experience, and familiarity with best practices in contracting.

The incumbent must be highly organized and have the ability to perform and monitor a wide variety of tasks and project functions simultaneously, both for themselves and for employees they supervise.

The incumbent must be able to use a variety of analytical techniques to resolve or contribute to the resolution of project issues, develop and evaluate alternatives, have the ability to speak and write effectively, analyze situations accurately, and take effective action.

The incumbent must be able to work cooperatively and speak knowledgeably and effectively with representatives of other Caltrans divisions, other state and Federal government agencies, Amtrak, joint powers authorities and present a positive image of the Division and the Department in any situation.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for ensuring that all rules, guidelines, and policies relating to rail and transit equipment are known and followed by managers and staff.

The incumbent must ensure that Division of Rail and Mass Transportation projects are implemented in compliance with all Department, State, and Federal policies, with decisions consist with Department policy and authority vested in the position.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts with others in the Department, other state agencies, other state DOTs, Federal agencies, cities, counties, consultants, railroads, equipment manufacturers and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent develops and maintains cooperative working relations and ensures employees are treated in a fair and equitable manner.

The incumbent must be able to multi-task and adapt to changes in priorities or projects with short notice.

The incumbent must develop new insights into situations and apply innovative solutions to make organizational improvements and formulate effective strategies that are consistent with Department visions and goals.

The incumbent must create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered 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 selected candidate. At the headquarters location, the employee may work in a climate-controlled office under artificial light with periodic temperature fluctuations based on heating and air conditioning efficacy.

Work may include travel to transit and rail equipment production or maintenance facilities and meeting locations run by external partners. Compliance with safety procedures at all locations will be required.

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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
