

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 11/North County Corridors/Central Corridors	
WORKING TITLE Project Manager (Specialist)	POSITION NUMBER 911-208-3161-002	REVISION DATE 07/21/2025

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 the Supervising Transportation Engineer, Caltrans (North County Corridors Project Director or the Central Corridors Project Director), the Senior Transportation Engineer, Caltrans (Project Manager, Specialist) is responsible for performing complex engineering work in the development and delivery of transportation projects. This role provides critical technical oversight in project scope, scheduling, and budgeting and ensures project objectives are met in alignment with Departmental policies, engineering standards, applicable regulations, and strategic goals. This position requires coordination and communication with internal functional units, Caltrans Headquarters, local and regional agencies, external stakeholders, and the public to ensure project goals are achieved effectively and collaboratively.

This position requires possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Equity, Innovation, Stewardship)
- **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. (Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- **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. (Employee Excellence - Equity, Integrity, People First)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Employee Excellence - Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration, 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, Employee Excellence - Innovation, Stewardship)
- **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. (Employee Excellence - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Develops comprehensive project management plans, including but not limited to risk management, communication, project charters, quality assurance plans, and stakeholder analysis, integrated with resource-loaded work plans. Leads collaboration and negotiation efforts with all participating functional managers to secure necessary agreements that ensure the timely and efficient completion of projects. Monitors project monitoring activities by tracking actual support costs against planned budgets and forecasting future expenses to ensure projects remain within scope and budget. Oversees scheduling to ensure alignment with, or advancement of, programming documents while providing technical guidance and leadership to project teams to meet established goals.
30%	E	Leads the Project Delivery Team through all phases of the project life cycle and ensures full alignment with the Caltrans' Mission, Vision, Goals, and Values. Provides effective guidance to team members ensuring successful delivery of project objectives that address the needs of internal and external stakeholders. Identifies project conflicts and issues proactively and escalates unresolved matters to the North County Corridors Project Director or the Central Corridors Project Director)to facilitate timely resolution and mitigate risks. Coordinates closely with staff from partner agencies, stakeholders, and the Division of Program Project Management to develop comprehensive project plans and programming documents. Establishes and cultivates strong internal partnerships to foster effective collaboration and structured project delivery. Expands and reinforces external partnerships to synchronize ongoing efforts impacting assigned projects. Represents the District at meetings with community groups, external agencies, and elected officials and advocates for project interests and effectively communicating progress and outcomes.
15%	E	Monitors and updates project scopes, schedules, and costs (both support and capital) using the Enterprise Resource Planning Financial Infrastructure (EFIS) software and the Project Resource and Schedule Management (PRSM) system. Ensures adequate resource allocation and proactively manages and communicates project changes. Provides timely and accurate project status reports to District Management on a regular basis and keeps all project staff well-informed.
10%	E	Serves as the primary point of contact for assigned transportation projects and ensures effective communication and coordination. Collaborates closely with managers and staff from federal, local, and regional agencies to support project goals. Represents the District at meetings with community groups, external agencies, and elected officials to advocate for project interests. Coordinates with staff from partner agencies, stakeholders, and the Division of Program Project Management to develop regional plans, programming documents, and financing strategies. Establishes and maintains structured working relationships with all partner agencies to facilitate the successful delivery of assigned projects. Collaborates with the Public Information Offices of the District and the San Diego Association of Governments (SANDAG), serves as a public liaison to streamline communication, and keeps all stakeholders informed about project developments.
10%	E	Utilizes multiple Project Management tools (e.g., Risk Management, Financial Plans, Communications Plans, Project Development Team meetings) and other tools as necessary to ensure that projects meet the needs and purpose as defined in the project scopes. Maintains that quality assurance processes are incorporated in the development of projects.
5%	M	Participates in the continuous improvement of the Department's project delivery processes, tools, and training per Caltrans' Mission, Vision, Goals, and Values. Acts as backup to other team members during their absences ensuring seamless operations. Performs other related responsibilities as required by adapting to evolving needs and contributing to the overall success of the team and 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position serves as a high-level technical expert responsible for independently managing complex transportation engineering projects. The incumbent provides expert guidance and direction to a multidisciplinary team and functional units influencing project decisions and ensuring project objectives are met in alignment with Departmental policies, engineering standards, applicable regulations, and strategic goals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a comprehensive understanding of project management principles, along with in-depth knowledge of the Department's standards and procedures necessary to deliver transportation projects on schedule and within budget. A strong grasp of the complete project development life cycle is required, including a general understanding of the roles, responsibilities, and deliverables of all functional units involved in project development, as well as Caltrans programming, budgeting processes, and applicable policies. The incumbent must also be proficient in the use of project management systems and tools such as the Project Resource and Schedule Management (PRSM) system to produce accurate cost and schedule

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forecasts and effectively monitor project performance.

Effective guidance is essential to actively contribute to the District's strategic goals and the ability to plan, organize, and prioritize work to manage project delivery by organizing and directing multidisciplinary teams while fostering a collaborative and accountable team environment. This requires establishing consensus among team members, stakeholders, local officials, and the public to ensure successful project outcomes. Additionally, the position requires the ability to travel outside the primary work location to other counties for meetings with local transportation partners, elected officials, the public, and stakeholders such as Regional Transportation Planning Agencies and County Transportation Commissions.

The incumbent must possess excellent verbal and written communication skills, including the ability to coordinate, present, and negotiate effectively with internal staff and external stakeholders. The ability to work independently, manage multiple priorities under pressure, and consistently exercise sound judgment and interpersonal skills is critical to successfully delivering projects that meet community and Department expectations while upholding Caltrans' reputation.

The incumbent must possess strong analytical skills with the ability to evaluate and interpret raw data, identify problems, and develop logical, practical solutions. This includes providing recommendations for improving processes and simplifying workflows. Given the detailed, complex, and variable nature of the work, this position demands a high level of independence, critical thinking, and decision-making ability.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must proactively anticipate challenges and identify potential issues that may impact project delivery, scope, schedule, or costs including capital outlay support expenditures. Timely identification and resolution of such issues are critical. A failure to coordinate effectively with functional units or to monitor and manage project risks can lead to delays, budget overruns, or missed funding opportunities. Such breakdowns may ultimately erode stakeholder confidence in Caltrans' ability to successfully deliver its transportation program, including trust from the District, the California Transportation Commission, local agencies, and other key partners.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains ongoing communication with District and Headquarters staff, as well as other internal partners, to ensure seamless coordination of project activities. Serving as the District's primary management representative, the incumbent is fully responsible for representing the District in all meetings related to assigned projects. This includes regular interaction with local government agencies, state and federal partners, and members of the public. The incumbent also advises and coordinates with the Deputy District Director of Program and Project Management regarding key stakeholder engagements, including but not limited to scheduling and preparing for critical public information meetings, public hearings, and high-profile discussions with external entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to remain in a stationary position for extended periods while working at a computer or video display terminal. Field visits may require transporting a laptop, portable printer, and other necessary equipment. The role demands the ability to multitask, adapt quickly to changing priorities, and complete assignments on short notice. The incumbent must work effectively under pressure, maintaining focus, professionalism, and productivity even in high-stress or rapidly evolving situations. Strong interpersonal skills are essential for developing and sustaining cooperative working relationships and for interacting tactfully and diplomatically with the public, colleagues, and representatives from other departments. The incumbent must demonstrate sound judgment when addressing difficult situations and be capable of resolving emotionally sensitive issues with discretion and professionalism.

WORK ENVIRONMENT

This position involves both office and fieldwork. While working in an office environment, the incumbent works in a climate-controlled office under artificial lighting. Multi-floor buildings are equipped with elevators and stairs for accessibility. The incumbent may also be required to travel and occasionally conduct field reviews outdoors and may be exposed to dirt, loud noise, uneven surfaces, and severe weather conditions. The incumbent must remain vigilant and adhere to established field safety procedures to mitigate risks when working in the field. 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.)

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