

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	HQ/Maintenance/Office of Specialized Field Services	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Chief, Office of Specialized Field Services	913-690-3155-003	09/30/2025

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 Deputy Division Chief, Division of Maintenance, the incumbent provides functional guidance regarding Maintenance program activities to all 12 Districts, and is a direct communication link between the Districts and Headquarters Division of Maintenance staff. The Chief, Office of Specialized Field Services is responsible for organizing, planning, directing, and evaluating comprehensive support services for all programs within the office. The incumbent as Program Manager, is responsible for the following highly complex statewide programs and support functions: HM-5 Maintenance Facilities, Level of Service, Litter Abatement, Adopt-A-Highway, and Graffiti Prevention.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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 - Integrity)
- **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 - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Prosperity - Collaboration, Stewardship)
- **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. (Prosperity - Collaboration, Integrity)

TYPICAL DUTIES:

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

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40%	E	Acts as liaison between Division of Maintenance Division Chief, Deputy Division Chiefs, Headquarters Office Chiefs and the Deputy District Directors and the District Maintenance staff, advising them on statewide Maintenance issues, policies, practices, methods, and equipment utilization. Perform a level of review that ensures District Maintenance activities on State highways are performed consistent with statewide policies, procedures, best practices, standards, and levels of service. This includes performance of field reviews in multiple Districts. Identify issues in maintenance operations; provide advice, recommendations, special briefings and reports to management in Headquarters, Deputy District Directors, and District Maintenance staff. Review, advise and make recommendations to resolve unique and difficult technical problems. Represent Division of Maintenance at various cross functional committees, technical advisory and other meetings.
25%	E	Manage and direct the staff of the Office of Specialized Field Services. Assigns and oversees work of staff. Review executive level reports/responses for local Districts and statewide impact. Responsible for high profile statewide programs including HM-5 Maintenance Facilities, LOS, Litter Abatement Program, Graffiti Prevention and Removal Program, AAH Program. This position will serve as the first line of response to questions from the Districts, Directorate, Agency, Legislature and the Public.
20%	E	Monitors expenditure/accomplishment and determines allocation recommendations to achieve acceptable Level of Service for programs under the Office Specialized Field Services. Assists in the development, on responses to inquiries from State Government Officers, Caltrans Executive Staff, District personnel, other agencies and the public. Prepares statewide policy and guidelines for Transportation Related Facilities, LOS, Litter Abatement Program, Graffiti Prevention and Removal Program.
10%	E	Prepare written correspondence, reports, legislative reviews, action requests, compiles statistical data and prepares other written material as needed in support of the Department's efforts and goals. Coordinate with the Districts for all issues related to Transportation Related Facilities, Litter Abatement, and Graffiti removal including inquiries from the public, elected officials, and senior staffs at the local, regional, state, and federal levels regarding complex issues, concepts, and processes.
5%	M	Assists in the evaluation of new products submitted for use by the Maintenance Program; responsibility for reviewing the cost and manpower implications of the use of the product.

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

Responsible for supervision of an aggregate staff of employees in Engineering, Maintenance, Landscape, and Analyst classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a Professional Engineer in Civil Engineering issued by the California Board of Registration for Professional Engineers.

Must possess a thorough knowledge of statewide maintenance functions and the mission, goals, organizations, policies and procedures of the Department of Transportation. This position requires knowledge of various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence that impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision.

Principals and techniques of personnel management and supervision; principals and practices of project and organizational management, manual writing, and implementation procedures, methods of administrative problem solving, and techniques of organizing and motivating groups. The incumbent applies engineering judgment, and analysis, in the execution of their duties. Must be able to judge work quality and performance; interpret departmental policy and determine appropriate action taken; prepare complete and comprehensive reports and articles and make effective presentations before groups.

The work and responsibilities assigned to this position require a high degree of Maintenance operation expertise and understanding. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources, to develop alternative courses of action and make objective recommendations in all issues relating to Maintenance operations.

Ability to:

Plan, organize and direct the work of multi-disciplinary professional and administrative staff, coordinate activities, judge work quality and performance; pro-actively identify potential Roadside issues and lead a technical team towards resolution; administer an engineering assessment of the infrastructure as it relates to transportation projects and assets; develop cooperative working relationships with representatives of all levels of government, and the public. Communicate and address audiences effectively; prepare and deliver oral presentations, research issues, and gather and disseminate information; gain the confidence and support of top-level administrators and advise them on a wide variety of administrative matters; ability to evaluate Roadside

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issues and conduct surveys; and educate Department employees on Roadside related topics.

Analysis:

- Keep well-informed of department policies and priorities, and of external factors that may impact department policies and priorities in order to make decisions that have significant organizational impact.
 - Analyze facts, data and situations accurately, use a variety of problem-solving techniques, develop new and innovative ideas, recommend solutions for improvements, and adopt an effective course of action.
 - Introduce new ways of thinking about problems and encourage non-traditional ideas from team members and stakeholders; takes responsibility for decisions.
 - Effectively develop timetables and targets and track progress/performance, and develop and implement process improvements.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in major departmental liability and threat to the public and employee safety. Inappropriate decisions could result in losses to the Department and the State.

The consequences of not considering all factors could lead to inappropriate decisions, and economic losses to the State and highway users.

PUBLIC AND INTERNAL CONTACTS

The incumbent must also establish and maintain a good working relationship with staff of other state and federal agencies, as well as the public. Must maintain continuing relationships with District Maintenance staff providing assistance and policy interpretation in matters concerning assigned responsibilities. Coordinate activities with external agencies in accomplishing assigned goals.

Meets and confers with many different functional units within the Department, members of other state agencies and public groups. Provides assistance and policy interpretation in all matters of transportation related facility planning and assigned responsibilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to grasp the essence of new information and master new technology and improvements. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally changed and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

The work environment is fast paced, busy and requires considerable flexibility in managing time, priorities and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to District offices or other meeting facilities. The work setting is open space in a climate controlled office. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Occasional fieldwork with travel 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.)

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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