

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Asset Management	
WORKING TITLE Transportation Asset Manager	POSITION NUMBER 913-660-3155-009	REVISION DATE 01/10/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the State Asset Management Engineer, a Principal Engineer, the incumbent, a Supervising Transportation Engineer, Caltrans will act as a departmental representative to provide coordination with transportation stakeholders of California in leading the development and implementation of policies, review and modification to business processes and implementation of asset management initiatives.

The duties will include coordinating, development and implementation of statewide asset management initiatives including: required reporting, asset management performance scenario analysis, revenues and financial projections, investment strategies, and risk management to address performance, financial targets, development of regulatory reports, support the implementation of the Transportation Asset Management System (TAMS), and State Highway Operation and Protection Program (SHOPP) and other programs doing work on the State Highway System. The incumbent will work with federal, state, internal programs and local partners to develop and implement practices that improve asset condition and performance consistent with the California Transportation Asset Management Plan (TAMP), State Highway System Management Plan (SHSMP), Performance Benchmark Report and related analysis and reporting. Responsibilities include statewide coordination and collaboration across numerous internal and external stakeholders related to asset management initiatives. This position requires registration as a Professional Engineer in Caltrans.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Policy and Planning: The incumbent will lead the review, analysis, development and updates of Caltrans practices and statewide asset management products and reporting. As part of the asset management leadership team, the incumbent will collaborate with managers from federal, state and local offices through meeting, workshops and public presentations to evaluate current business processes, develop new procedures, perform complex analysis and develop implementation plans related to asset management initiatives. The incumbent will lead development of asset management policies and practices to make progress toward local and statewide goals and targets. The incumbent will guide policy discussions and develop a strategy to ensure changes to inventory and condition are accounted for through regular data collection methods. The incumbent will interpret federal policy and guide discussions with state and local agencies.
30%	E	Program and Project Performance: As the departmental representative, the incumbent will lead the development or update of statewide documents including the SHOPP, SHSMP, Benchmarks, TAMP, 10 year Project Book, Implementation of TAMS and related asset management reporting. The incumbent will lead discussions with stakeholders on self-assessments of project and program performance and update the needs assessment and gap analysis to support continuous progress towards asset management performance targets. The incumbent will develop processes with stakeholders to combine financial resources and needs with investment strategies that incorporate asset modeling, treatments, and impacts, as well as risks and financial constraints. The incumbent will make policy decisions on the approach for monitoring and prioritizing risk through mitigation strategies and actions in a risk-based performance-driven asset management framework. The incumbent will develop change management strategies to update asset management programs and by communicating the scale, scope, and benefits of change and exploring innovative solutions. The incumbent will lead discussions with federal and state stakeholders to reinforce a mitigation plan in the TAMP for addressing top priority risks. The incumbent will lead discussions with state and local agencies on risk research results in the likelihood, impact, and consequence of risk and factor the results across different assets and asset vulnerabilities into asset assessments, needs, and project prioritization.
30%	E	Communication, Partnership, and Management: The incumbent will lead the direction of workshops with stakeholders to decide strategies that link asset management with statewide transportation goals and objectives. The incumbent will lead partnership discussions with executive level managers at local and regional agencies, the Federal Highway Administration (FHWA), and representative members of Caltrans headquarter offices and districts. The incumbent will develop change management strategies to update the TAMP by communicating the scale, scope, and benefits of change and exploring innovative solutions. Tasks also include providing guidance on technical aspects of the TAMP into the Transportation Asset Management System (TAMS) and updating current data and information with statewide objectives to integrate with TAMS processes.
10%	M	Program Management: The incumbent will work with Departmental staff, districts, and stakeholders where necessary to establish business practices to facilitate the update of the TAMP. The incumbent will align Asset Management activities that support the Department's TAMP. The incumbent will promote Asset Management and uphold the Department's endeavor to achieve an inclusive, forward-thinking TAMP and integrate the TAMP with TAMS to make decisions on new business processes.

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

The incumbent may be called upon to act for the principal or supervisory level managers. Provides guidance, plans, policy, and technical direction through the development of the TAMP update over a wide range of classifications which may include managers and supervisors, districts and programs, and local agencies across multiple disciplines including engineers, planners, and administrative staff.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have thorough knowledge of FHWA Code of Federal Regulations, state requirements including legislative mandates, laws, rules, policy, and regulations. Knowledge of Caltrans' Strategic Management Plan and various phases of transportation engineering on a federal and state level. Knowledge of federal performance management and asset management regulations. Knowledge of asset management principles including methods of project management, performance management and evaluation of investment strategies, financial projections, and performance objectives. Knowledge of federal performance management and asset management regulations, as well as risk factors impacting asset management.

Abilities: The incumbent has the skills and abilities to lead, plan, organize and provide direction to others to work effectively and efficiently as necessary to accomplish successful delivery of the updated TAMP. The incumbent has the skills and abilities to communicate effectively with federal, state, and local partners and stakeholders by making compelling presentations and providing clear and effective direction on TAMP policy, guidance, planning, target-setting, and processes. The incumbent has the ability to prepare technical information for presentation, reports and plans to groups of varying executive levels, technical experience and interests.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions at this level affect the entire Department and external partners and the consequence of those decisions could influence billions of dollars in investment strategies in the TAMP. Critical errors in the TAMP investment plan could result in inappropriate or inefficient planning and project development activities. The incumbent will make decisions to bolster public trust in the Department on the importance of highway infrastructure assets and financial decisions made across California. Developing a forward-thinking updated TAMP is critical to provide all levels of management and state and local partners with the information needed to make best use of transportation resources as the Department entrusted to these decisions statewide. Good judgment, effective communication, and relationship building with organizational awareness at all levels of federal, state, and local agencies are expected of the incumbent.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain working relationships with executive level departmental staff and external partners, to include federal, state, and local agencies. As the departmental representative, the incumbent will lead and direct workshops with internal and external stakeholders. The incumbent may respond to political inquiries and sensitive issues with external entities. Attendance, participation, and presentations at internal and external meetings, workshops, task forces, and public meetings are required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The successful candidate will work on a computer keyboard, have manual dexterity, be able to sit for long periods, develop and maintain cooperative working relationship and focus for long periods of time. Must remain alert in lengthy meetings to collect information. Be able to multi-task, adapt to changes in priorities and complete tasks or projects with short notice, develop new insights into situations, encourage creative thinking and innovation. Must be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must deal effectively with pressure, maintain focus and remain optimistic and persistent under adversity. Must be considerate and respond appropriately to the needs, feelings and capabilities of different people in different situations. Must value cultural diversity and other individual differences. Must be tactful and treat others with respect. Position has statewide responsibility which may require frequent travel and must be prepared to travel statewide and occasionally out of state for national engagements.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Telework and report to the office two days a week as determined by Office Chief, subject to change based on department policy and business need. May report to office more frequently based on business needs for meetings, conferences, and training. The incumbent may be asked to telework for extended periods of time based on state requirements. Infrequent statewide travel may be required to attend off site meetings and conferences. This may also include working around traffic and navigating rough and uneven terrain.

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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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