

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Equipment Engineer	OFFICE/BRANCH/SECTION Division of Equipment/Quality Assurance/3240	
WORKING TITLE Branch Chief, Quality Assurance Manager	POSITION NUMBER 932-001-3635-002	REVISION 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.

GENERAL STATEMENT:

Under direction of a Supervising Equipment Engineer, the Branch Chief is responsible for supervising, planning and directing the activities of the Quality Assurance Branch. Responsibilities include, but not limited to, managing a staff of engineers, duties regarding the quality assurance of all vehicles and specialized equipment purchased and assembled by and/or for the Division of Equipment (DOE) and developing quality standards as they relate to mobile equipment.

CORE COMPETENCIES:

As a Senior Equipment Engineer, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Equity)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Innovation)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence - Engagement)
- 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. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Equity, Pride)
- 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Integrity)
- 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 - 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 - Engagement)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- 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 - Engagement)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Supervise staff and monitor quality assurance Pre-Production, Pre-Delivery and Final Acceptance. Interpret, build upon, and ensure compliance with Division of Equipment (DOE) quality assurance standards. Organize and develop plans to inspect all department fleet equipment and components during fabrication, assembly, testing and final delivery to ensure vendor/suppliers contractual obligations. Oversee supplier/vendor contractual compliance in accordance with contract specification to ensure quality of product delivered. Maintain complaint and non-conformance processing through records and tracking data bases, to include root cause and corrective actions.

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25%	E	Monitor risk-management procedures and maintain and analyze problem logs to identify and report recurring issues to Engineering and Production and management and make recommendations on specifications, design and fabrication processes to improve product development. Document quality assurance activities with internal reporting and audits. Provide training and support to quality assurance team on systems, policies, procedures, and core processes. Internal and external single point of contact for all equipment and component quality issues.
20%	E	Oversee inspection and testing of incoming and outgoing fleet equipment and related components to confirm quality conformance to specifications and quality deliverables by developing and maintaining quality standards; these standards apply to vendor/supplier and DOE Headquarters Shop fleet equipment and component manufacturing for the Department. Incorporates requirements from the Engineering Specification Branch by utilizing resources such as the specification standard paragraphs, industry practices, legal and contractual requirements to include internally developed guidelines, to develop and publish equipment quality standards. When requested, may include inspection of materiel commodity purchases. May require travel, remote reporting, and on-site visits. The position may require travel throughout the Southwestern part of the United States with opportunities to travel outside of that region as business needs dictate.
5%	M	Analyze and investigate product complaints, reports quality and warranty issues. Ensure compliance with internal and external guidelines or regulatory requirements. Assist Operations or Materiel Services in tracking, documenting, and reporting equipment and component quality issues. Utilize environmental and health and safety goals/KPIs and technical bulletins/advisories during various inspection processes. Investigates and recommends remedies issues.
5%	M	Supports and assists California Certified Small Businesses on the contract acceptance process through effective guidance and communications. Provide similar guidance to pre-qualified vendors/suppliers in California and inside and outside of the United States.

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

Position directly supervises Mechanical Engineering Technician III's and will assume temporary supervisory responsibility over miscellaneous staff executing tests during the equipment acceptance process.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various types, models, capacities and operational characteristics of heavy construction and maintenance equipment. Ability to indentify engineering design deficiencies and safety/liability concerns; working knowledge of principles and techniques of personnel management and supervision; knowledge of federal motor vehicle safety standards, state motor vehicle standards and other relative codes (e.g. Society of Automotive Engineering, American Welding Society, American Society for Testing and Materials). Ability to execute objective tests as required for equipment performance. General knowledge of quality management processes. Ability to analyze technical issues accurately and adopt an effective course of action; write correspondence and prepare reports. This position requires a high degree of initiative, motivation, and self-direction with a minimum of supervision.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Recommendations and decisions by Equipment Engineer, Senior, impact the Department's safety and health, sustainability, livability and economy, system performance. Failure to ensure compliance may impact safety and program level of service and cost the Department large sums of money. Erroneous conclusions and recommendations could result in large economic loss and a reduction in equipment availability.

PUBLIC AND INTERNAL CONTACTS

Public contacts are with equipment suppliers, other public agency and private industry equipment management personnel, quality managers from private industry and public agencies;also contact with the Department of General Services Procurement Division. Internal contacts are with users of DOE equipment and all levels of management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may climb into and under trucks and equipment, but will primarily work at a computer or participate in meetings. Employee will drive a passenger vehicle and may work extreme weather conditions (e.g. snow/ice, extreme heat) Will be required to learn and apply new mobile equipment technologies as they develop and instruct/inform others in their respective application. Communicate clear and concisely. May have to constructively react to the emotions of others when product is found to incomplete or incongruent and negotiate correction of errors or oversight. Must be able to foster, encourage, and maintain

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working professional relationships with internal and external customers and direct reports. This includes treating individuals with fairness, dignity, respect pursuant to State policies, procedures and best management practices.

WORK ENVIRONMENT

A quality inspector's work environment will vary on the complexity and geographical location. Employee may work any combination of a climate controlled office, outdoors in inclement weather, in a vehicle, transportation facilities (airport, bus and train terminals etc.), vendor/supplier and state facilities when travel dictates.

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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