

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	06/Office of Traffic Safety and Engineering	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Chief, Traffic Safety and Engineering	906-350-3155	09/24/2025

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

GENERAL STATEMENT:

Under general direction of the Deputy District Director of Maintenance and Operations, a Principal Transportation Engineer, the incumbent is responsible for managing the Office of Traffic Safety and Engineering, which includes overseeing the Traffic Investigations, Traffic Operations, Permits North, Permits South, MAIT, and Truck Services Manager units. The incumbent is responsible for managing allocated resources and effectively leading the team of technical and administrative staff to support the goals and targets of the Caltrans Strategic Plan.

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. (Safety, Employee Excellence - Innovation, People First)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action - Integrity, Stewardship)
- 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. (Safety, Employee Excellence - Integrity, Stewardship)
- 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. (Safety, Prosperity - 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. (Equity, Employee Excellence - People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - People First)
- Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Safety, Equity - Collaboration, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Prosperity - Pride, Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Supervises and oversees all traffic safety and traffic engineering activities of the Division. Initiates traffic safety and operational improvement projects and makes recommendations on other Capital and Highway Maintenance projects to improve the mobility and safety of the State Highway System. Also responsible for overseeing the review of capital projects, the preparation and review of Intersection Safety and Operational Assessment Process (ISOAP) reports, and analyzing impacts from local development on the State Highway System.
20%	E	Responsible for overseeing the issuance of encroachment permits for activities within the state highway right of way. Responsible for traffic investigations and corrective measures and overseeing truck services management activities and the engineering functions of the Multidisciplinary Accident Investigation Team (MAIT). Supports the Legal Division by providing information or testifying as needed.

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20%	E	Resolves highly complex or politically sensitive problems. Prepares and makes presentations related to controversial issues to public officials, local agencies, and other external stakeholders.
20%	E	Manages workforce development for the advancement of staff, including developing training plans and succession plans. Assists in the development of the budget and hiring plans and monitors expenditures.
10%	M	Participates in internal and external teams and committees. Conducts and provides formal and informal training and mentoring. Attends staff and safety meetings.

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

Directly supervises six (6) Senior Transportation Engineers. Has full responsibility for the operations of the Office of Traffic Safety and Engineering and all its employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's organization, Strategic Plan, policies, procedures, and project development process. Must possess a thorough knowledge of traffic engineering principles and their application to design, construction, and maintenance processes.
Must also have the ability to analyze statistical data and other types of information and applying the conclusions to an effective course of action based on traffic engineering principles and practices. Must have the ability to prepare technical reports and presentations and communicate effectively verbally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent has the responsibility to provide management guidance and direction personally and through staff to all units. To carry out the mission, the incumbent must possess the highest standards, background, and knowledge of Maintenance practices and procedures. The incumbent must possess a high degree of understanding of the Department's purpose, mission, vision, goals, and values, policies, and functions. Errors in judgment could lead to the inefficient and ineffective use of resources and may affect the ability of Caltrans to deliver its work program.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with a large number of Department managers and staff, and federal/state/regional/local agencies, academic personnel, a broad range of topical experts, international contacts, and industry representatives at all level, both within and outside the transportation sector. Contact with legislative staff and the general public may also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate action; and complete task or projects with a short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

Incumbent will generally perform assignments in a climate-controlled office under artificial lighting. Incumbent will be required to travel and conduct field reviews outdoors and may be exposed to traffic, dirt, noise, uneven surfaces and extreme heat or cold. 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.

Reviewed and Approved for advertising:

SUPERVISOR (signature)	(print)	DATE
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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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