

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION 04/Design East/Design Contra costa	
WORKING TITLE Office Chief	POSITION NUMBER 904-191-3155-xxx	REVISION DATE

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 District Division Chief of Design East Region, the incumbent serves as the Office Chief for the Office of Design Contra Costa. The incumbent is responsible for planning, implementing, and controlling tasks assigned to the Office within budgetary resources while following policies and practices governed by Caltrans and participating agencies. The incumbent is responsible for decisions, actions, and consequences inherent in the planning, organizing, directing and monitoring of activities necessary to deliver various types of transportation projects, including large complex, intermediate, Minor A, Minor B, Toll Bridge Rehabilitation, Lands and Building projects assigned to the Office. The incumbent's duties include direct delivery of projects and oversight of projects and activities carried out by the Transportation Authorities and local agencies. The incumbent develops, implements, and manages design deliverable tasks. The incumbent may serve as chief spokesperson for projects at meetings, act as the contact person within Caltrans and to various outside agency groups, including Federal, other state, regional, as well as local transportation and regulatory agencies.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration, People First)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - 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. (Equity - Collaboration, 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. (Prosperity - Integrity, Stewardship)
- **Motivational Support**: Skilled at enhancing others commitment to their work. Recognizing and regarding people for their achievements. (Employee Excellence - 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. (Employee Excellence - Collaboration, Innovation)
- **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, Stewardship)
- **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 - Integrity, Stewardship)
- **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. (Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Manages the development of design deliverables within scope, schedule and budgets established for each project within the Office. Responsible for the total quality management of the projects within the Office.
25% E	Monitors project progress and provides status to Design Management. Reviews reports, plans, estimates and specifications, provisions, proposals and contracts to assure product quality and compliance to standards and specifications governed by Caltrans and participating agencies.

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20%	E	Directs and coordinates design oversight activities of tax measure and locally funded projects. Provides design guidance on oversight projects. Works with external partners and consultants to derive decision on project issues. As Chief spokesperson attends all public meetings and the primary liaison within Caltrans and outside agencies concerning projects within the Office.
10%	E	Manages and directs staff and handles difficult technical and administrative problems that the Office may encounter.
10%	E	Negotiates scope of work, commitments, permits and agreements with both external stakeholders (e.g. cities, regional planning agencies, regulatory agencies), and internal functional units to establish project scope work-plans, coordinates necessary project activities, sets priorities, allocates project resources, and monitors project progress and expenditures.
5%	M	Coordinates special studies and investigations; participates in the development of changes in policies, programs, standards and concepts.

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 directly supervises four or more Senior Transportation Engineers and indirectly supervises other staff in the performance of planning and design of major and minor projects assigned to the office. The incumbent shall exercise proper administrative and technical control in order to accomplish tasks and on time delivery on projects for the benefit of the Department.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Caltrans' Equal Employment Opportunity (EEO) and Labor Relations objectives; a manager's role in Safety, Health, EEO, and Labor Relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to Caltrans' Safety, Health, EEO, and Labor Relations objectives.

Analytical Requirements: The incumbent performs the full range of supervision of others including making technical engineering decisions on all phases of a project development including planning, design and construction activities. The incumbent may be responsible for the analysis in planning and coordinating project activities; i.e., establishing standards, developing and implementing policies and procedures, providing solutions to complicated engineering, procedural, and political issues, and handling resource allocations for this office.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for all decisions, actions and consequences inherent in the planning, organizing, directing and controlling of activities necessary to deliver a large volume of transportation projects. The effect of any miscalculation could result in losses in efficiency to project delivery, budgets and to the upkeep and improvement of the transportation system serving the public.

PUBLIC AND INTERNAL CONTACTS

For coordination purposes, frequent contacts will be made with all the various management, functional and support units within the District and Headquarters. Additional contacts will be required on a regular basis with a wide variety of private and public agencies, which have an interest in a specific project.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long period of time using the keyboard and video display terminal.

Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

Sustained mental activity is needed for report writing, problem solving, analysis and reasoning. The incumbent must have the ability to: multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

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Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. The incumbent must be able to deal effectively with pressure, maintain focus, and remain persistent.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial light. Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee will also be required to periodically travel and work outdoors, and may be exposed to dirt, noise, uneven surfaces, or temperature extremes.

Work outside the normal business hours may be required, and vacations may be restricted, during peak times and fiscal year-end closing.

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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