

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 11/North County Corridors	
WORKING TITLE Senior Design Manager	POSITION NUMBER 911-208-3161-XXX	REVISION DATE 10/07/2025

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 Supervising Transportation Engineer, Caltrans (North County Corridors Project Director), the Senior Transportation Engineer, Caltrans functions as a Senior Design Manager responsible for planning, directing, and overseeing the design and delivery of transportation projects. This role manages and monitors project scope, schedule, budget, and quality, ensures compliance with design standards, policies, and project development processes and procedures, and supervises a team of engineering staff. In addition, the incumbent may serve as a Task Manager for specific design activities, a Project Manager for various types of projects, and a Contract Manager for consultant contracts.

This position requires possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

CORE COMPETENCIES:

As a Senior Transportation 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 - Equity, Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Equity, Innovation, Integrity, Stewardship)
- **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. (Safety - Equity, Innovation, Integrity, Stewardship)
- **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. (Safety - Equity, Innovation, Integrity, Stewardship)
- **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. (Safety - Equity, Innovation, Integrity, Stewardship)
- **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. (Safety - Equity, Innovation, Integrity, Stewardship)
- **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. (Safety - Equity, Innovation, Integrity, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety - Equity, Innovation, Integrity, 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. (Safety - Equity, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Directs and supervises design staff in the preparation of project Plans, Specifications, and Estimates (PS&E), Project Reports, Project Initiation Documents, Design Standard Decision Document, and other technical studies and deliverables for transportation projects. Assigns and monitors projects and work of staff and provides direction and adjustments as needed to ensure timely, high-quality project delivery, and compliance with Department standards and policies. Negotiates, prepares, and maintains project work agreements and plans with Project and Functional Managers and ensures adherence to established project budgets, schedules, and scope of work for design activities. Provides leadership, guidance, and training to staff to ensure that design projects comply with Department standards, policies, procedures, and practices while meeting quality, budget, and schedule expectations. Monitors time charging practices and accountability to ensure timely and cost-effective delivery of projects.
20%	E	Coordinates project activities and design deliverables (0 and I-phase design work) with other functional branches and Functional Managers to ensure work products are completed on schedule and within budget. Collaborates with the Project Managers to resolve project schedule and budget issues and ensures alignment of design activities with overall project delivery goals. Utilizes databases and project management tools, including but not limited to, Civil 3D and Project Resourcing and Scheduling Management (PRSM) to actively monitor project expenditures and support timely and accurate reporting of Estimates To Completion (ETC) for design activities and deliverables.
20%	E	Serves as the design point of contact for assigned projects by responding to inquiries from other agencies, consultants, the public, and other stakeholders. Directs staff in overseeing consultant work to ensure compliance with project requirements, standards, and schedules. Oversees staff performing route management activities on assigned routes, including but not limited to, the review of encroachment permits, environmental documents, planning documents, traffic studies, tentative maps, California Public Records Act (CPRA) requests, project discovery materials, and other documents affecting existing and future Caltrans facilities. Acts as Contract Manager on consultant contracts, as needed, and ensures proper administration, delivery quality, and contract compliance.
15%	E	Supervises, hires, develops, and trains staff ensuring alignment with the Caltrans' Mission, Vision, Goals, Values, and strategic plan and strategies, and effectively communicates these goals while ensuring staff are familiar with the Staff Expectations Memos and adhere to the Director's Policies and Directives. Provides staff the necessary resources (e.g., tools, equipment, materials, training) needed to perform their duties successfully and effectively. Schedules work assignments, establishes priorities, and directs the work of staff making adjustments as necessary due to changing priorities of the District and the Department. Monitors staff performance regularly of their productivity and workload and provides active feedback on job performance that entails critical, constructive, and actionable feedback both orally and in writing. Prepares timely probation reports, comprehensive annual performance reviews, and Individual Development Plans (IDP) and identifies training to enhance employee growth and career development opportunities. Ensures staff attend mandated training. Addresses and takes the necessary appropriate actions to address performance issues and disciplinary matters promptly and works with the District Discipline Manager and the Office of Discipline Services to immediately address all issues. Holds staff meetings, fosters a team-oriented, and innovative work environment, and holds staff accountable for their work. Provides a communication link between staff and Executive Management and ensures a safe working environment.
15%	E	Directs route management activities for assigned routes and serves as the primary point of contact for project inquiries from other agencies, consultants, and the public regarding assigned projects. Coordinates with District asset managers to evaluate corridor assets conditions and proposes programming priorities. Advises the North County Corridors Project Director and Project Managers on sensitive or critical design and project issues to support informed decision-making and project delivery.
5%	M	Leads and participates in internal and external teams, committees, and public outreach activities to support the District's goals and initiatives. Represents the District at public meetings and events to provide information, address concerns, and promote transparency. Gathers information and present the basis for design decisions in court transcripts and appearances. Acts as backup to the North County Corridors Project Director or other Branch Chiefs during their absences ensuring seamless operations. Performs other related responsibilities as required by adapting to evolving needs and contributing to the overall success of the team and the District.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position directly supervises a team of six to twelve engineers and ensures alignment with project goals and organizational priorities. Through effective leadership, the incumbent ensures that all team members are equipped with the necessary skills and resources to successfully fulfill their responsibilities and contribute to the overall success of the District. In addition, responsibilities include ensuring safety practices are prioritized and consistently integrated in all work products and work environments. This role provides effective leadership, fosters innovation, and ensures compliance across all phases of projects and team development.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a comprehensive understanding of project development procedures, standards, policies, and practices necessary to deliver transportation projects on schedule and within budget. A thorough knowledge of project development procedures, standards, policies, and practices is essential and the various phases of transportation engineering is required, including transportation planning, project development, environmental, right of way, design, maintenance, and construction. The incumbent must also be proficient in the use of project management systems and tools such as the PRSM and Civil 3D to track and monitor project schedules and cost, as well as Microsoft Office applications (e.g., Word, Excel, Outlook).

This supervisory role requires knowledge of principles and techniques of personnel management including leading, planning, directing, and supervising the work of a diverse team. The incumbent must foster an inclusive work environment that promote equal opportunities in employment, employee development, and promotion while ensuring a workplace free from discrimination and harassment. Effective leadership is essential to actively contribute to the District's strategic goals and the ability to plan, organize, and prioritize work to manage project delivery by organizing and directing multidisciplinary teams while fostering a collaborative and accountable team environment. This requires establishing consensus among team members to ensure successful project outcomes.

The incumbent must possess excellent verbal and written communication skills, including the ability to coordinate, present, and negotiate effectively with internal staff and external stakeholders. The ability to work independently, manage multiple priorities under pressure, and consistently exercise sound judgment and interpersonal skills is critical to successfully delivering projects that meet community and Department expectations while upholding Caltrans' reputation.

Each project is unique and requires considerable analytical ability to evaluate technical, and financial, and political issues. Projects often involves the analysis of design, environmental, construction, maintenance, planning, safety and project risk assessments. The incumbent is required to analyze projects for consistent application of standards and evaluate the viability of products developed by the assigned staff. The incumbent must be able to identify potential project delays, develop corrective action plans, and analyze staffing relationships and resource needs to ensure successful project delivery. Strong abilities are required to track and manage project schedules and costs.

The incumbent must possess strong interpersonal skills to effectively coordinate and direct staff in a safe, inclusive, and cooperative work environment. The abilities to organize and motivate an effective team, negotiate and resolve conflicts, and clearly communicate verbally and in writing are essential. This role requires the ability to make effective presentations to diverse audiences, represent the District, and foster positive working relationships with internal and external stakeholders.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making decisions related to the proper application of design standards, policies, and project development procedures. This position requires independent judgment in providing guidance on project development to ensure projects are delivered on schedule, within budget, and in compliance with quality standards and accurate charging practices. Decisions directly impact the ability of the District to meet critical milestones, optimize resources, and maintain public confidence in project delivery. Failure to comply with these responsibilities may result in serious consequences, including the loss of project funding if schedules are not met, significant increases in project support, capital, and contractor costs if quality standards are not met, and potential delays to other projects. The consequences of poor decisions and actions may lead to, including but are not limited to, non-delivery of required deliverables, development of incomplete or inaccurate reports, or the commitment of the Department resources to ineffectively or costly measures that substantially increase planning, design, maintenance and construction costs. Such errors may impede the District's ability to deliver its overall program and damage Caltrans' credibility with stakeholders, partner agencies, and the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains frequent contact with internal staff, Executive Management, Headquarters functional units, District divisions, and other Caltrans districts to coordinate design activities and projects. External contacts include consultants, contractors, local agencies, the public, state and federal partners such as the Federal Highway Administration (FHWA), and stakeholder agencies. Contacts occur through formal and informal meetings, public meetings, presentations, and written correspondence. The incumbent represents the District in a professional manner, requiring strong communication, negotiation, diplomacy, and interpersonal skills to provide accurate information, build cooperative relationships, and maintain the Department's credibility with stakeholders and the public.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to remain in a stationary position for extended periods while working at a computer. The duties also include traveling to project sites, public meetings, and other external engagements. The position requires sustained mental concentration and the ability to work effectively under pressure in a fast-paced environment with frequent interruptions and tight deadlines. The position requires the ability to remain flexible and productive in a dynamic environment with multiple, often conflicting priorities, frequent changes, and strict project schedules. The incumbent must be able to manage several tasks simultaneously, follow up on issues in a timely and accurate manner, and ensure the project scope, quality, budget, and schedule requirements are met. This role demands emotional resilience to remain professional and composed when faced with challenging situations and conflicting interests.

WORK ENVIRONMENT

The incumbent primarily works in a climate-controlled office environment under artificial lighting. Multi-floor buildings are equipped with elevators and stairs for accessibility. The incumbent may also be required to work outdoors and may be exposed to dirt, loud noise, uneven surfaces, and severe weather conditions. The incumbent must remain vigilant and adhere to established field safety procedures to mitigate risks when working in the field. Possession of a valid driver's license is required to operate a State-owned or leased vehicle.

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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