

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 03/Division of Maintenance Engineering	
WORKING TITLE Senior Transportation Engineer	POSITION NUMBER 903-600-3161-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 general direction of the Chief, Office of Maintenance Engineering (a Supervising Transportation Engineer), this position will have varied and difficult transportation engineering work involving the supervision of civil engineers and others engaged in the development and design of HM projects. Directs and supervises, Transportation Engineers (Civil) Ranges A-D, Transportation Engineering Technicians and Associate Governmental Program Assistants in the application of traffic engineering principles and methods, primarily in the preparation of plans, specifications and estimates (PS&E). The incumbent will be responsible for the delivery of the HM CFD by serving as a two hat project manager. Other major responsibilities include scheduling and resourcing project work plans, resolving project related delivery issues interfacing with project support units. Also, the incumbent will be part of the Districts Emergency Response Team. PE Registration is required.

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, Employee Excellence - Collaboration, Innovation, Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, People First)
- 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 - Collaboration, 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, Employee Excellence - Equity, Innovation, Integrity, People First)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, 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, Climate Action, Employee Excellence - Innovation, Integrity, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - 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, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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30%	E	As a two hat project manager engaged in the delivery of Major Maintenance (HM) projects, the incumbent will coordinate with District support functions ensuring workload is properly scheduled and resourced. The incumbent is responsible for the delivery of the annual HM CFD and is accountable to management for the delivery of this program. Also, the incumbent is responsible to ensure that project support budgets are tracked and adhered to. The incumbent will work with HQ Major Maintenance support on project scheduling and project programming issues.
30%	E	Supervise and direct Design staff. Make project assignments, establish milestone dates and establish project priorities. Track status and manage risk for project delivery.
30%	E	Supervise and direct Project Manager assistant. Define data for entry into PRSM. Provide oversight and approval for Maintenance Engineering purchasing.
10%	M	The incumbent will work with the District Maintenance Engineer, Program Advisors and the SHOPP & Asset Managers in the development of the District HM Contract for Delivery.

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

Incumbent will directly supervise a group of professional and technical engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of all phases of transportation engineering including design, traffic, construction, maintenance, encroachment permit process, project management principles and the methods, materials, and equipment used in maintaining State roadsides, landscapes, slopes, and drainage facilities. Must have the ability to analyze situations accurately and adopt an effective course of action. Must prepare reports and correspondence, understand the principles of effective supervision and have the ability to work with others and direct them in their work.

Knowledge of transportation design principles; Caltrans' standards and practices as related to signing and pavement delineation; must possess knowledge of methods, materials and equipment used in highway design and operations; and must understand geometric design and traffic handling plans.

Ability to write complex reports, analyze situations accurately and take effective action.

Ability to establish and maintain professional and cooperative relations with those contacted in the course of the work, and to communicate effectively.

Knowledge of the functional and organizational characteristics of the Division.

Knowledge of computers and the Department's standard software.

Experience with Microstation, Civil 3D, AutoCad, and/or other CADD software.

The ability to work independently, learn quickly, analyze situations, and communicate tactfully and effectively with a variety of people with different backgrounds, experiences and attitudes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Will be responsible to make accurate engineering decisions involved in the preparation of plans and specifications that may impact traffic flow, congestion and safety of the motorist; to apply sound engineering principles to various engineering activities; wrong decisions could precipitate future tort actions. As functional manager you will be responsible for timely deliveries of design plans and specifications and traffic management elements. Responsible for planning, organizing and directing engineering staff in support of the SHOPP programs, District minor programs and HM programs under their responsibility. The incumbent deals with difficult technical, administrative and engineering problems associated with the rehabilitation of all roadsides, landscapes, slopes and drainage facilities.

PUBLIC AND INTERNAL CONTACTS

Must be able to respond orally, or in writing, to inquiries and provide accurate and factual information; will require contact with other Caltrans' Departments, outside agencies, consultants and law enforcement officers. Must be able to respond orally and in writing to inquiries and provide accurate and factual information. The incumbent will have contact and negotiations relating to the maintenance and rehabilitation of structures, roadsides, landscapes, slopes and drainage appurtenances with both Headquarters and District managers, as well as local, public and private agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements for this position include sitting for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping and kneeling.

Mental requirements for this position include the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; ability to organize and prioritize large volumes of varied documents; and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional requirements for this position include: interaction with many people and the ability for employees to work together in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure,

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maintain focus, and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect; open to change and new information; and adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While in the office setting, the employee will work in a climate-controlled office under artificial lighting. This position requires extensive travel throughout the district and may also be required to travel and work outdoors. May be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold. Emergency response and work at night and weekends will be required as needed.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE