

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION D07/MAINTENANCE	
WORKING TITLE Assistant Deputy District Director, Maintenance	POSITION NUMBER 907-600-3152-001	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 7 Deputy District Director, Maintenance the incumbent serves as the Assistant Deputy District Director, Maintenance Engineering. The incumbent oversees offices responsible for Highway Maintenance (HM) programs projects delivery, various SHOPP programs advisors including Emergency Major Damage Restoration, Pavement, Bridge and Maintenance Facilities. The incumbent also oversee the Electrical Asset office and Electrical Region. The incumbent is responsible for assisting and supervision in all activities and procedures related to the planning, management, design, project scoping and policy development in areas affecting maintenance operations within the boundaries of District 7.

CORE COMPETENCIES:

As a Principal Trans Eng, 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Prosperity - Collaboration, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation)
- 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. (Employee Excellence - Integrity)
- 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. (Employee Excellence - Collaboration)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Climate Action, Prosperity - Collaboration)
- 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. (Equity - Collaboration)
- 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 - Innovation)
- 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. (Climate Action, Prosperity - Collaboration, Innovation)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

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

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50%	E	Assists in developing and implementing policies to coordinate all phases of the District's maintenance operations activities pertaining to the existing highway system in all areas of safety, preservation, repair and maintenance. Assists in developing policies in the development of maintenance projects to enhance the maintainability, worker safety, and lower life cycle cost of the existing highway system. Provides guidance and assists in developing policies and procedures for the Office of Maintenance Design; oversees and reviews Maintenance Design projects for the Highway Maintenance Program, SHOPP (State Highway Operation and Protection Program) activities to ensure that appropriate projects are identified, prioritized according to need, initiated and funded so as to utilize total SHOPP dollars allocated to the District. Oversees the Electrical Assets office functions. Develop sustainable procedures, provides guidance, oversee and maintain the Intelligent Transportation System (ITS) field element health, balancing the field efforts with programmed ITS projects. Provide input in the incorporation of the district's assets into the asset management tool, managed by the District Asset Manager.
35%	E	Manages the personnel services and operating expenses across multiple programs and funding sources. Estimates and develops workload standards, allocation and resource needs. Responsible to lead, supervise, direct, and manage the office of various professional and technical staff. Develop work plans and evaluate the performance to determine if the Division is on track to meet targets set. Promote cost control and efficiency strategies, set specific goals, and quantifiable accomplishments and direct maintenance activities designed to prevent increase in costs. Consults with Headquarters staff, Principal Engineers, Supervising Engineers, and Maintenance Managers on difficult technical, budget or administrative matters; responsible for directing resolution of highly technical and/or politically sensitive issues impacting assigned maintenance projects.
10%	E	Reviews Emergency Director Orders to ensure that department guidelines are followed and all criteria are met; recommends approval/disapproval.
5%	M	Represents the Department in meetings with state, regional and local agencies concerning the scope and content of the Division's maintenance program.

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

Provides direct line supervision to one (1) Supervising Transportation Electrical Engineer, two (2) Supervising Transportation Engineers, and Senior Transportation Engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's Strategic Plan, its mission, vision and goals, together with its organization, departmental policies and procedures and the Department's design process. Knowledge of Federal and State laws regulating the activities of the Department. Knowledge of methods in planning, organizing, directing and evaluating design program administration and overall performance. Knowledge of principles and techniques of programming, budgeting, supervision and personnel management. Knowledge of organizational relationships and engineering functions both within and outside of the Department that pertain to the planning, design, construction and maintenance of transportation assets.

Knowledge and understanding of the Department's Equal Employment Opportunity Policy, Health and Safety, Labor Relations and the processes available to meet these program objectives.

Ability to administer a complex engineering program, and plan and direct the work of staff assigned. Ability to analyze and resolve highly complex and/or politically sensitive issues, and inter-agency and public relations issues. Ability to formulate and implement policies and procedures, and to establish performance goals and objectives. Must have the ability to communicate, both orally and in writing, with all levels of management and employees, both in Headquarters and the districts, other state and federal agencies, legislators, local agencies and community groups.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for overseeing the Maintenance Design program activities in order to ensure the continued safety of employees and the public. The public, government, and commerce depend upon continued safe mobility, provided by scoping, programming, designing and delivering projects in a timely manner to preserve the existing infrastructure. Failure to adequately maintain a safe State highway system negatively impacts Federal, state and local activities and economies, and could subsequently result in dangerous state highway conditions and increased costs due to lawsuits and the need for more extensive maintenance/repairs.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents the Department in meetings and dealings with federal, state, regional and local agencies concerning the scope of the District’s maintenance program. The incumbent must establish and maintain good working relationships with the management staff or corporate headquarters, other district divisions and districts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may be required to sit for long periods of time using a keyboard and video display terminal. Overtime may be required and vacation restricted during peak times and fiscal year end closing.

Most of the jobs in the Division require interaction with people. It is important that employees work with others in a cooperative manner. Employee must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Values cultural diversity and other individual differences in the workforce.

Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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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