

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Chief Engineer II	OFFICE/BRANCH/SECTION 04/Maintenance/Toll Bridge Region	
WORKING TITLE Toll Bridge Region Chief Engineer II (Toll Facilities & Structures)	POSITION NUMBER 904-670-6695-XXX	REVISION DATE 11/18/2025

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 a Caltrans Maintenance Manager I, the Chief Engineer II oversees the daily building and engineering operations, maintenance, special projects and repairs of building systems, bridge structure dehumidification units, and electrical substations associated with the State's 7 Bay Area Toll Facilities and toll bridge structures. The incumbent is responsible for the maintenance staffing, activities, assignments and supervision of staff who troubleshoot, maintain, and repair building systems, such as dehumidification systems, storm water pumps and controllers, HVAC systems (including those used for ventilation of hazardous material storage buildings), transformers, back flow testing, fire pumps, lighting, sewage lift station pumps, boilers, and systems for heating, air conditioning, power, water, air compressors, all types of motors, single and multi-phase electrical circuits up to 550 volts, and other mechanical systems for buildings and bridges.

CORE COMPETENCIES:

As a Chief Engineer II, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation)
- **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 - Innovation)
- **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 - Collaboration)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - 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 - Collaboration, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Collaboration, Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

50%	E	Plans, assigns, and directs the work of staff responsible for troubleshooting, maintaining, and repairing building systems and facilities, including heating, ventilation, air conditioning (HVAC), plumbing, electrical, mechanical controls, building automation, energy management, and Fire, Life, and Safety-related systems. Develops and maintains a 5-year deferred maintenance plan for the buildings, and directs and administers special repairs and projects. Prepares various reports for management and HQ, presents ideas and makes presentations as needed to management, and is responsible for ensuring completed work meets established guidelines and industry standards. Works closely with the district's Health & Safety staff, HQ Division of Business Operations, district supervisors and managers, tenants, and vendors to address building issues and service requests. Follows all safe work practices and complies with CalOSHA rules and regulations, and meets with the State Fire Marshal to review and inspect building systems and ensure deficiencies are addressed and repaired. Responsible for maintaining adequate staffing to maintain and repair all building systems to ensure the health and safety of all building occupants.
40%	E	Responsible for evaluating customer and facility needs. Inspects, develops alternatives, and resolves issues by interpreting and applying laws, rules, and regulations such as Fire, Life, and Safety regulations; and ADA requirements to name a few. Develops, coordinates, and schedules project work plans and budgetary allocations, including cost estimates, bid sheets, layouts and service contracts. Formulates and coordinates project specifications, develops proposals and scopes of work for emergency and service contracts, obtains quotes, and any required documents needed for parts and supplies acquisitions and contracted services. Follows department's procurement guidelines for purchasing goods and services related to repair of building systems. Serves as Contract Manager and/or Project Manager for facility related contracts, and establishes professional working relationships with vendors and external partners (i. e., city, county, and local governmental officials, the State Fire Marshal, California Highway Patrol, local law enforcement, and emergency responders). Reviews and prepares correspondence to contractors, monitors service contracts, performs routine physical and weekly inventory count of all products, tools, and equipment used by staff, maintains accurate records, and uses available software to assist with maintaining and ordering sufficient levels of supplies, products, tools and equipment so that staff are able to perform their essential job functions and keep the building and property operational. The Chief Engineer II presides over the Region's toll plazas Storm Water Program, Hazardous Material Business Plans, and Emergency Response plans. Incumbent will be the point of contact for regulatory agencies such as DIR and CUPA.
5%	E	Promotes and enforces safety rules and monitors that policy and procedures are followed. Conducts field reviews to ensure all safety measures are being implemented. Initiates and follows the progressive discipline process with the Office of Disciplinary Service. Performs special studies and/or participate in administrative and/or management projects or work groups that may have district and/or departmental impacts; participate in an emergency response role during emergency situations/incidents; act on behalf of the Maintenance Manager I during his/her absence; and may perform other duties as assigned.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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 Chief Engineer II directly supervises toll facility operations staff to ensure the safe and functional operation of the toll facilities and the bridge structure systems. The incumbent plans, assigns, and gives technical support to them as necessary, to accomplish a timely and smooth flow of work commitments and assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

KNOWLEDGE: Knowledge of heating, ventilation, and air conditioning systems, and methods, materials, and tools used in their operation, maintenance, and repair; electrical water, sewage, elevator, and other mechanical systems, and methods, materials, and tools used in their operation, maintenance, and repair; Safety Orders of the California Division of Industrial Safety applying to heating, electrical, and other related mechanical equipment; analysis and treatment of boiler feed water; principles, practices, and trends of public administration; principles and practices of employee supervision, development, and training, including a supervisor's role in relation to equal employment opportunity, equity, health and safety, and labor relations programs; the department's mission, vision, and strategic goals; knowledge and understanding of effective communication and establishing and maintaining partnerships; and performance measure development and assessment.

ABILITIES: Ability to follow oral and written directions and communicate at a level required for successful job performance; direct the work of installing, operating, and maintaining heating, ventilation, refrigeration, and air conditioning systems, auxiliary

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

electrical plants and other mechanical systems; demonstrate mechanical ability; keep accurate records; analyze data and present ideas and information in clear and detailed written reports; read, interpret, and work from plans, drawings and specifications; gain and maintain the confidence and cooperation of those contacted during the course of work; establish and maintain project priorities; develop and effectively utilize all available resources; develop, monitor, maintain, and improve standards for excellent customer service to internal and external partners; and effectively contribute to the department's equal employment opportunity and equity goals and objectives. Ability to interpret safety and health regulations as they pertain to state personnel. Required to work overtime and must be able to respond after hours to emergency calls, storms or special projects. Required to work at varying heights up to 500 feet and from the water on a boat. Must be able to climb and work off ladders, travelers, pier caps and scaffolding. This position must travel on occasion Statewide and throughout the District 4 Toll Bridge Region; incumbent must possess a valid Class C Driver's License. The incumbent is required to maintain a United States Environmental Protection Agency (EPA) Section 608 Technician Certification.

ANALYTICAL REQUIREMENTS: Must have a good understanding of the department and district mandates, policies, deputy directives, and instructions pertaining to those administrative procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making decisions and developing and implementing solutions and alternatives affecting the safe operation of the facility. The incumbent is expected to ensure that assigned staff are fully trained, follow departmental policies and procedures, make sound decisions, and provide guidance to staff in the execution of their duties. Poor decisions and/or errors in judgment could result in ineffective decisions and/or solutions for the district and/or department that are inconsistent with local, state, and federal rules and regulations, affect public safety, or result in tort liability for the department. Inappropriate responses to unsafe conditions and/or emergency situations may impact the safety of employees, visitors to the facility, including vendors, and tenants in the building or result in loss of life.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's confidential information, including but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Incumbent independently communicates with all levels of departmental staff, including but not limited to: employees, supervisors, managers, and executive level staff at the district and Headquarters level. Additionally, the incumbent will develop and maintain good working relationships with, the general public, vendors and contractors, governmental representatives and organizations, stakeholder groups, local law enforcement, and emergency responders. These contacts may take the form of verbal or written communications relating to state facilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit, stand, walk, kneel, bend, stoop, climb, lift, drive and/or operate equipment, and use a computer and various computer programs in the day-to-day execution of job duties. May be required to crawl into small spaces to operate and/or repair systems based on design plans, for example HVAC controls. May be required to move and/or lift large pieces of materials, equipment, furniture, cumbersome plans and diagrams from one location in the building to another. Must have the ability to organize and prioritize workloads under extreme deadline situations. Must be able to develop and maintain cooperative working relationships with all levels of staff and provide quality customer service. Must be open to change and new, creative, and innovative methods of completing work, and be able to adapt behavior and work methods in response to new information, changing conditions, and/or unexpected obstacles. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent must be able to work at varying heights up to 500 feet and from the water on a boat.

Must be able to sustain mental activity required for problem solving, responding logically, and analysis and reasoning, Must be able to recognize issues, problems, or difficult situations and respond appropriately, tactfully, and professionally. Must understand the importance of excellent customer service and be willing to develop and maintain excellent partnerships with employees, supervisors, managers, and the general public while performing assigned job duties. Must be able to work with minimal supervision and be willing to travel as necessary to other work locations within the district boundaries, and be willing to work outside regular work hours.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office building with natural and artificial lighting. Incumbent will also be required to travel to and from other field office locations and bridge structures throughout the district. Working outside regular working hours may be required. As part of routine job duties and oversight of the program, may be required to work outdoors where she/he may be exposed to dirt, noise, uneven surfaces, high winds, wet conditions, confined spaces, and/or extreme cold or heat. A valid Class C Driver's License is required.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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
------------------------	------