

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 12 / Division of Strategic Portfolio Management	
WORKING TITLE District 12 Asset Manager	POSITION NUMBER 912-280-3161-017	REVISION DATE 09/30/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the Asset Management Office Chief, a Supervising Transportation Engineer, the Senior Transportation Engineer (Specialist), acts as the District's Asset Manager (AM). The incumbent coordinates and facilitates the identification, priority and development of the District's 10-year State Highway Operation and Protection Program (SHOPP) 10 plan. The incumbent will work with the Program Advisors to identify the conditions and performance of all assets identified in the Transportation Asset Management Plan (TAMP) at any given point, and works with the program advisors to identify projects that will be needed to improve these assets to meet goals. The incumbent will be the district's point of contact with the HQ Asset Management program and staff representing the district's interests. The incumbent communicates information to HQ and to District Executive Management staff and program advisors on Asset Management issues related to the State Highway System Management Plan (SHSMP), Asset Management Tool (AMT), statewide and district priorities, and is responsible for the accuracy of the information in the AMT that shows all project needs, including the district's 10-year plan and is responsible for generating error free Quarterly updates to the plan. The incumbent is responsible for tracking performance outcome changes resulting from project changes at any point in the project delivery process and proposes alternative measures to bring up the asset conditions in compliance with the plan. The incumbent works with district and local partners to communicate proposed projects in the plan, including ones proposed for programming at an upcoming SHOPP cycle to ensure timely communication of the proposed projects and coordination with other planned local or state projects. The incumbent is responsible for District 12's development, implementation, and change management of new asset management requirements described in federal programs and state programs including State Senate Bill (SB) 486 and SB1. SB1 authorized billions of dollars of new funding for Caltrans' projects that must be managed to meet performance measures mandated by these new laws.

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, Prosperity - Collaboration, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action - Innovation, Integrity, People First, Pride, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Innovation, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Responsible for District 12 Asset Management. Works with the district program advisors to capture the inventory and condition of all assets as identified in the TAMP and ensures that a plan is in place to bring up the condition of deficient assets in compliance with expected thresholds, and work with district program advisors to develop a program of projects that will bring the condition of all primary asset in compliance with the SB1 or the TAMP. Is the point of contact for development and management of the Ten-Year Plan and the Four-Year SHOPP program from an asset management perspective to provide holistic approach with consideration of all SHOPP programs. Reviews and ensures coordination of the 10-year plan with the various planning documents including the freight mobility plan, sustainability, complete streets, transit, vulnerability assessment, and Regional Transportation Plan and all other state and regional planning documents. Provides input and direction to and from district staff related to the development of the TAMP and the SHSMP including defining asset classes, identification of inventory and condition, monitoring objectives and performance measures, gap analysis, life-cycle planning, risk management, financial planning, prioritization, investment strategies and options, reporting and evaluation of these items in the TAMP. This will require coordination and management of various databases including the AMT and the quality of the data in it.
20%	E	Assists the State Transportation Asset Management Engineer with the management of the SHOPP, SB1 funds, and other funding for projects in the TAMP relating to District 12. Provides technical support for activities related to the development of the SHOPP and the SHSMP. Participates in technical working groups and task forces related to Asset Management including development and updates to the AMT.
20%	E	Communicates with and update internal district executive management and other internal staff as well as external stakeholders of the status of the 10-year plan, the various documents developments and updates such as the SHSMP, statewide and district priorities, Program of Projects, and critical decision points that require ensuring buy-in from appropriate staff level prior to commitments. Communication requires preparation of clear and concise data-driven reports as well as preparing and delivering presentations to internal and external stakeholders. Responsible for the accuracy and quality of the data in the AMT and critical point updates to the data throughout the life of the plan and the life of the various projects within the plan.
15%	E	Reviews Project Initiation Proposals (PIP), Project Initiation Documents (PID), Project Reports, Final Plans, Specifications, & Estimates (PS&E), Construction Contract Acceptance, Funds Requests and Project Change Requests (PCR) for compliance with planned performance outcomes towards meeting the 10-year plan, as well as related Project Agreements (Cooperative, Relinquishments, etc) that may impact asset conditions, and advises the Asset Management Office Chief, Deputy District Director/SFP, and other related staff on compliance with the plan or of variances that need corrective actions.
10%	M	Responds to requests for asset information and represent the district in various venues both internal and external to Caltrans. Represents the Asset Management Office Chief and Deputy District Director (DDD) for Strategic Portfolio Management (SPM) on various activities and task forces that require input or a lead on various actions related to Asset Management or SPM as assigned by the DDD.

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

Does not supervise. Guides District personnel and works collaboratively with Project Managers and other Districts in project scope, delivery and cost issues as it relates to Asset Management concerns. Guides and coordinates with District, Region and Headquarters personnel to achieve Asset Management Program objectives.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

General knowledge of all aspects of transportation planning, engineering, programming and maintenance is required. More specific knowledge of strategic and system planning project initiation and program management concepts, processes and methods is essential. Knowledge of the program elements within the SHOPP is also essential as well as asset management concepts.

Must be able to analyze situations accurately and adopt an effective course of action. Must possess the ability to communicate and negotiate effectively. Must be able to communicate the goals and desires of the District and provide District influence regarding statewide program decisions. Must have the ability to get along with others and communicate effectively in writing and orally. The incumbent must possess the ability to plan, organize and facilitate activities; guide program advisors and other various units in obtaining program goals. The incumbent must have the ability to analyze complex problems and recommend effective courses of action evaluate technical data and make objective recommendations. The incumbent must be able to organize large sets of data to provide a comprehensive summary of analysis.

Must have experience in the transportation engineering field and possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. Requires the analysis of District and Program goals, objectives and performance measures in setting project priorities and preparing programs containing multiple project types.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making sound decisions in dealing with Headquarter and District Program Advisors and Managers in managing assets inventory and their conditions, negotiating project priorities and owner-operator and capital outlay resources. Failure to effectively negotiate the inclusion district asset needs can result in program delivery failure and loss of needed program resources (funding & support) in various programs. Poor decisions and the inability to capture Program needs at the inception can have a negative impact on the District's program goals, loss of program dollars, and increased maintenance costs, as well as our relationship with our partners.

PUBLIC AND INTERNAL CONTACTS

Requires frequent contact with Headquarters, District's divisional managers, Program Advisors, Managers and Coordinators. Represents the District in dealings with external partners. Coordinates and participates in meetings with our Local Partners (County, City, Transportation Agencies such as Orange County Transportation Authority (OCTA)) and Regulatory Agencies as required and in relation to the management of the District's Asset Management Program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May be required to transport a laptop computer and portable printer while on field visits. May be subjected to high levels of stress related to project delays, costs and schedules. Additionally, incumbent must occasionally conduct field reviews of projects. Must have the ability to work in the office or from home in a telework compliant environment.

WORK ENVIRONMENT

Incumbent will primarily work in a climate-controlled office under artificial lighting. May also be required to travel overnight and occasionally conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. May be required to telework or work remotely to meet state or local requirements and meet all stated duties in doing so. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.

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
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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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