

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE <b>Senior Telecommunications Engineer</b>	OFFICE/BRANCH/SECTION Division of Maintenance/Office of Radio Communications	
WORKING TITLE Special Projects Branch Manager	POSITION NUMBER 913-640-3637-007	REVISION DATE 05/30/2025

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direction of the Chief, Office of Radio Communications (ORC), the incumbent plans, organizes and directs Telecommunications projects, and other electrical projects throughout the various phases of design, construction, installation and maintenance, with approved time and cost limits. The incumbent supervises a staff of telecommunications engineers and provides functional direction to the engineers in the Special Project Branch. This position involves extensive analytical work. The incumbent acts as a consultant and considered a Subject Matter Expert on telecommunications matters. Some statewide travel may be required.

**CORE COMPETENCIES:**

As a Senior Telecommunications Engineer, 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.

**TYPICAL DUTIES:**

Percentage		Job Description
		Essential (E)/Marginal (M) <sup>1</sup>
30%	E	Directs, plans, manages, and schedules the Special Projects Branch workload and activities required for the implementation of telecommunications projects in cooperation with Headquarters, the Districts, and the Governor's Office of Emergency Services/Public Safety Communications; provides coordination with other State, Federal and local agencies, the private sector, and with public utility companies. Develops annual budget required to complete the tasks and activities of the Special Projects Branch. Develops, manages, and coordinates responses to Federal Communications Commission Notice of Proposed Rule Makings with respect to the operation of telecommunications systems.
30%	E	Supervises a staff of Telecommunications Engineers responsible for the design, procurement, installation, operation, and maintenance of Caltrans Telecommunications systems (i.e., Traffic Operations, New technology, Intelligent Transportation Systems, Satellite communications, Connected/Autonomous vehicle systems, Analog to Digital conversion, State Broadband Network, Land Mobile Radio/LTE (Cellular) Systems and wireless communications).
10%	E	Assess communication response requests, provide and deploy communication resources to emergency response events (i.e Declared Emergencies, other emergency events, emergency drills...)
10%	E	Provides technical support and acts as a Liaison between ORC and the Programs, Districts, and external agencies with regards to all areas of telecommunications, including: a) Technology (e.g., Fiber Optics, Microwave, CCTV, Satellite, Highway Advisory Radio, Two-way radio, cellular, Wireless systems). b) Project Plans, Proposals and Resources. c) Encroachment permit review and development. d) Service contracts for the operations and maintenance of telecommunications systems. e) Design support to State Broadband Network (Middle Mile Broadband Network). f) Federal Communications Commission rules and regulations
5%	E	Communications technology evaluation. Organize technology demonstrations, testing and evaluation outcomes. Prepare justification, prepare labor and cost estimates and submit documents for new technology use or exceptions. Prepare documents outlining integration of technology into typical operations.
5%	E	Acts for the Office Chief when required; research, review and respond to internal and external inquiries on all telecommunications related matters.

**ADA Notice**

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5%	M	Represents the ORC on internal and external telecommunications committees for the planning, evaluation, selection, and implementation of Telecommunications projects. Develops, manages, and administers service contracts related to the operations and maintenance of telecommunications systems.
5%	M	Participate in various committees including: Intelligent Transportation Systems America, State Utilities, State Connected Autonomous Vehicles, Responder, Middle Mile Broadband Network, Cellular Provider, etc.

<sup>1</sup>ESSENTIAL 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

Supervises four Associate Telecommunications Engineers and directly manages consultant contractors and engineering work orders to CalOES/PSC through the course of project implementation and system maintenance.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have thorough knowledge and understanding of telecommunications systems and all applicable State and Federal rules and regulations governing the operation of telecommunications systems. The incumbent must use his or her knowledge for the acquisition and operation of telecommunications equipment that provides an efficient and economical statewide telecommunications system that helps the Districts achieve their goals and objectives. The incumbent must be able to analyze telecommunications requirements of the various functions within the District while also considering the Department's statewide telecommunications plans, and all applicable rules and regulations. The incumbent must have knowledge of the Departments Project Development process, Design Guidelines and Specifications and Encroachment Permit Process.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing efficient and economical telecommunications systems to support Caltrans' programs statewide. These systems are complex and are required to be flexible to meet the changing needs as program emphasis changes. The incumbent's decisions directly affect the ability of Caltrans' field crews to efficiently complete their daily tasks, and to communicate internally and communicate with Caltrans' partners. Consequences of wrong decisions include: jeopardizing the safety of Caltrans field crews; over expending Office budget allocation; procurement of incompatible equipment and/or systems.

PUBLIC AND INTERNAL CONTACTS

Frequent contacts with Executive management and District Radio Coordinators will be required. Frequent contacts will also be required with the Governor's Office of Emergency Services-Public Safety Communications, private industry, and other Federal, State, and local agencies who are users of telecommunications systems.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for extended periods of time performing computer work, reading or preparing documentation, or attending meetings. Required to lift up to 15 pounds. Must be able to work in a stressful environment: working within tight time frames, short-term deadlines, and changing priorities. Must have the ability to develop and foster positive relationships with staff internal and external to the Department. Incumbent must be willing to bring issues, concerns, and discrepancies to the attention of executive management to ensure a proper and immediate resolution.

WORK ENVIRONMENT

Typically, the incumbent uses a PC, laptop, and/or telephone (may include a headset) to complete the duties of this position. Occasionally, the incumbent will be required to visit radio facilities or other sites, which may be located off road, at mountaintops. While on travel status, the incumbent may handle or carry office/training materials in boxes typically not weighting more than 10-12 pounds per box. The work environment may include hazards such as traffic, working in and around high radio frequency, electro-magnetic fields, high voltage environments, and other outdoor situations. Some statewide travel may be required.

The incumbent must be able to sit for long periods of time while analyzing data using a keyboard to input data into spreadsheet and reports. The ability to work under heavy time constraints is required. The incumbent must be able to gain the ability to deal with difficult situations and address client concerns in a professional manner.

Work location of this position will be located at the Caltrans Headquarters office in Sacramento in a climate controlled, cubicle-type space, under artificial light. The incumbent may also have the option to work from their home (telecommute) at the discretion of the Department. Some statewide travel may be required.

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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.)

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)

Ferdinand Milanes

SUPERVISOR (Signature)

DATE