

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D3 Mtce Eng/Mtce Eng	
WORKING TITLE Branch Chief, Maintenance Engineering	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 the general direction of the Office Chief, Maintenance Engineering, a Supervising Transportation Engineer, the incumbent will work on various transportation projects. This work will involve the supervision of civil engineering staff and others engaged in the development and support of Major Maintenance (HM) projects/programs. The incumbent will be involved in the assignment of work and direction of Maintenance Engineering Support staff. The incumbent will be responsible for the delivery of the Highway Maintenance (HM) Contract for Delivery (CFD) by serving as a two hat project manager. The incumbent is tasked with providing technical consulting to Maintenance staff and will be involved in a wide range of issues with DES and HQ Maintenance staff. Possession of a valid PE license 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Integrity, Pride, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, Integrity)
- **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. (Equity - 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. (Safety, Employee Excellence - Innovation)
- **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. (Employee Excellence - Innovation, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Integrity)
- **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 - Pride, Stewardship)
- **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, Employee Excellence - Innovation, 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 - Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
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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.
25%	E	Oversee the development and delivery of the annual Major Maintenance (HM) contract program for Pavement, Bridge and Facilities. Support HM programs to meet their program delivery goals as laid out in the HM Contract for Delivery (CFD). Direct and supervise the District Program Advisors for Pavement, Bridge and Facilities. Oversee the development of candidate project lists in each program to meet Headquarters performance goals. Participate in the development of the District Ten-Year SHOPP Plan for these programs and the development of the District's Five-Year Maintenance Program.
25%	E	Oversee the delivery of Major Maintenance (HM) projects - Plans, Specifications and Estimates (PS&E), including requests and certification by various functional units as required. Supervise and direct Design staff. Make project assignments, establish milestone dates and establish project priorities. Track status and manage risk for project delivery. 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.
10%	E	Oversee the preparation of Freeway, Landscape and Electrical Maintenance Agreements which may include negotiating with city and county officials on agreement specifics.
5%	E	Provide input to both the District SHOPP and the District Maintenance Engineer on program funding opportunities, targets and performance criteria for both SHOPP and HM programs.
5%	M	Provide assistance in Damage Assessment during major events such as fires, floods, storms and hazmat spills. May be called upon to participate in the District's Emergency Operations Center during such events.

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

First-line supervisor to professional engineering-related staff, and an administrative employee assigned to the unit. Will occasionally be acting for the other Senior Transportation Engineer, in the Office of Maintenance Engineering Support.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: various phases of transportation engineering including design; traffic; operations and maintenance; construction methods, practices, and contract administration; encroachment permit process; planning processes and methods; systems planning; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy. Knowledge of methods, materials, and equipment used in maintaining state roadways, landscapes, slopes, and drainage facilities.

Ability to: communicate effectively both orally and in writing, and the ability to establish and maintain cooperative relations with others and direct them in their work; relate to and work with interdisciplinary groups and large segments of the public; appraise the relative importance of ongoing issues; make effective presentations; prepare reports and correspondence.

Analytical Requirement: the ability to analyze varied situations that cover a broad range of maintenance and operation considerations and accurately adopt an effective course of action; understand the principles of effective supervision and have the ability to develop technically sound alternatives and solutions which may include developing new approaches, procedural changes, and revisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment regarding the application of sound maintenance, engineering and administrative decisions could cause unwarranted expenditure of program dollars and could adversely affect the safety of the traveling public. Without detailed supervision or review, the incumbent makes decisions and provides advice that alleviates tort liability from highway maintenance operations.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be responsible for providing technical advice on all matters relating to the maintenance and rehabilitation of structures, roadsides, landscapes, slopes and drainage appurtenances with both Headquarters and District Management, as well as local, public and private agencies.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial, and unexpected changes.

Must understand new and long-range plans and be able to determine how best to achieve changes that could affect resources needed and work situations required for frequent and substantial reprogramming, rescheduling, or reassignment of work, or all of these actions. It is important that the incumbent work with others in a cooperative manner. May be subject to and have the ability to handle irate public in a calm manner. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.

Must have the ability to multi-task, adapt to changes in priorities, complete tasks or projects with short notice, climb up and down slopes and work next to live traffic. Must be able to formulate effective strategies consistent with all matters relating to the maintenance and rehabilitation of structures, roadsides, slopes, and drainage appurtenances. Must strive to develop new insights into situations and apply innovative solutions to make improvements.

WORK ENVIRONMENT

While in the office setting, the employee will work in a climate-controlled office under artificial lighting. This position may require extensive travel throughout the assigned area and may also be required to work outdoors and 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. Incumbent may be required to sit for long periods of time using a computer.

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