

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Eng, CT	OFFICE/BRANCH/SECTION 04/Design/	
WORKING TITLE SENIOR TRANSPORTATION ENGINEER	POSITION NUMBER 904-331-3161-xxx	EFFECTIVE DATE

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 general direction of the Office Chief, the Senior Transportation Engineer, Caltrans carries out the duties and responsibilities associated with all phases of the project development process. This requires directing the work of an engineering staff as well as maintaining close communication and liaison between project team members, and the consultants; Division of Structures, and Headquarters functional units in order to expedite the planning and design process through early preliminary review, environmental and design studies to completion of Plans, Specifications, and Estimates (PS&E).

CORE COMPETENCIES:

As a Senior Transportation 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Pride)
- **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 First, Cultivate Excellence - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

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35%	E	The incumbent is responsible for directing the preparation of highway planning studies and the development of plans, specifications and estimates for variety of transportation engineering projects. This includes assigning, scheduling, directing, and supervising work within assigned squads. Assign projects to staff and provides guidance to staff related to the proper use of design standards and project development policies and procedures. Provide guidance to ensure that high quality transportation projects are completed.
25%	E	Responsible for assuring that all such projects will be developed in accordance with Caltrans project development process and in conformance with Caltrans engineering practices and standards so that the facilities are properly planned and safely designed, and can be properly constructed and maintained. This responsibility includes coordination and review of the highway planning studies and development of the plans, specifications, and estimates. Coordinate with other districts and headquarters units on matters pertaining to transportation in order to expedite project delivery.
15%	E	The incumbent is responsible for provide oversight of transportation engineering projects prepared by locals/consultants for compliance with Caltrans's standards and practices or assist in the preparation of plans, specifications, and estimates for complex highway projects. Monitor schedule, cost and quality of deliverables that are provided by consultant.
10%	E	The incumbent will serve as a member of the Project Development Team on major projects. He/she is responsible for decisions on complex technical designs and/or engineering problems, usually of a politically sensitive nature.
10%	E	The incumbent is assigned as an Alternate Task Manager in PRSM (Project Resource and Schedule Management) for design activities. Cooperate with Project Manager to provide resources, update schedule and manage projects from initiation to closeout phase of the project life cycle.
5%	M	Identifies staffing, training and equipment needs for the branch. Provide career development, performance measure, and recommendations for merit salary adjustment. Maintain proper time charging practices and approves staffs' time reporting.

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

Incumbent will supervise a staff of Transportation Engineers (Civil) and Transportation Engineering Technician.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. The incumbent must be able to apply geometric standards to perform engineering design; apply traffic engineering principles to analyze various transportation alternatives; and provide technical oversight to ensure compliance with standards and accepted engineering practices.

The incumbent must have a thorough knowledge of the Department's mission, goals, objectives and policy direction; policies, procedures and standards; federal and State laws, regulations, and concepts; all phases of a transportation project, including transportation planning, environmental, right of way, design and construction; and principles and objectives of personnel management.

The incumbent must have the ability to: plan, organize, and direct the work of a professional staff; track project schedules and costs; use personal computer applications including word processors, spreadsheets, Critical Path Method and communication software; provide direction in a variety of activities to obtain program goals; communicate effectively, both verbally and in writing; develop and maintain cooperative working relationships with local, regional agencies, public and private sector; and analyze complex issues and recommend effective action.

The incumbent must be able to analyze projects for: consistent application of standards; viability of products developed by assigned staff;

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is fully responsible for personal decisions, as well as for decisions made by subordinate staff. The incumbent is responsible for decisions related to the proper application of design standards and project development policies. Poor decisions on the part of the incumbent and/or those he/she directs may result in multi-million dollar errors. Consequences may also include

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severe adverse public reaction to the District, Department and the Administration's projects and programs.

PUBLIC AND INTERNAL CONTACTS

The incumbent establishes and maintains a close working relationship with other District Branches and Headquarters functions for the purpose of scheduling review of project work, assigning personnel, and coordinating design activities. He/she maintains close coordination with consultant staff members and local, regional state and federal agencies; meets with community groups, local elected officials and staff, private individuals and other interested parties to discuss and resolve sensitive transportation problems; coordinates activities with local developers and theirs representatives, with utilities and railroads; serves on various advisory committees and special assignments as required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to deal effectively with the public and other governmental jurisdictions on sensitive transportation matters; full knowledge of Caltrans policies regarding transportation issues and the ability to implement and transmit to public agencies and consultants the essence of such policies; full knowledge of the Caltrans project development process and standards; the ability to direct or effectively communicate expected goals and methods.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate -controlled office under the artificial light. Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee will also be required to periodically travel and work outdoors, and may exposed to dirt, noise, uneven surfaces, or temperature extremes. Work hours will be set sometime between 6:00 a.m. to 6:00 p.m. Work outside the normal hours may be required, and vacations may be restricted, during peak times and fiscal year-end closing.

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
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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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