

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 59/DES/PPM&OE/Funding	
WORKING TITLE Awards Funding Engineer	POSITION NUMBER 559-150-3161-050	REVISION DATE 03/04/2025

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 the Supervising Transportation Engineer, the Senior Transportation Engineer (Supervisor) is responsible for planning, directing, organizing, coordinating, and supervising the work of the Funding Branch. The primary responsibility of this position involves analysis and comparison of the final engineer's estimates and bids submitted by the contractors to ensure adequate funding according to the project allotment and budget allocation for contract awards. This position requires working closely in coordination with Project Managers, Project Engineers, District Project Control, Headquarters (HQ) Accounting, HQ Local Program, and Federal Resources Engineers.

The incumbent must have an active Professional Engineering License from the State of California.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Prosperity - Collaboration, Innovation, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Integrity)
- 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. (Equity, Prosperity - Collaboration, Innovation, Pride)
- 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. (Equity, Prosperity - Collaboration, Equity, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration, Equity, Integrity, People First, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Equity, Prosperity - Innovation, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Prosperity, Employee Excellence - Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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45%	E	Plans, schedules, and directs the activities of staff in the development and preparation of contract award documents for funding including funding analysis from the final engineer's estimate and contractor's bid. Determines the multiple funding sources to properly prepare calculate and assess federal, state, and local cost contributors for each contract. Reviews and interprets segregated estimates and Coop Agreements to determine construction cost distributions of bid items for each funding source. Works closely with District Project Control, Project Managers, Project Engineers, Headquarters Accounting personnel, Headquarters Local Program, and Federal Resources Engineers, as well as engineering staff from outside agencies to ensure the availability of funds for contract awards. Verifies the correct project allotment and budget allocation of the appropriate dollar amounts to each funding source. Establishes Phase 4 Expenditure Authorizations.
30%	E	Responsible for preparing status reports and monitoring contract award status. Responsible for developing and producing contract Cost Data book and the quarterly Highway Construction Cost Index. Preparing adhoc reports. Manages staff to perform special studies relating to DBE and DVBE goals and status reports.
10%	E	Exercise supervisory duties such as reviewing and approving timesheets, prepares annual performance reports, evaluates staff performance, conducts disciplinary procedures,hires new staff, and conducts staff meetings. Assures adequate training is provided to all staff.
10%	E	Responsible for developing, managing, and updating the various guides and manuals for contract awards funding. Training engineering staff in the twelve districts relating to project estimates, segregating estimates, funding, bid opening, and award processes. Writes, reviews, and improves funding process as part of the DES Quality Management Plan.
5%	M	Act as Office Chief in his absence and perform duties as required.

<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

This is a supervisory position. The incumbent will direct the activities of transportation engineers. The incumbent may be required to direct the activities of additional staff, depending upon the needs of the Department.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires extensive knowledge in federal and state transportation programming processes, including but not limited to State Transportation Improvement Program (STIP), State Highway Operation and Protection Program (SHOPP), Traffic Congestion Relief Program (TCRP), and local programming processes, and must have the ability to correctly interpret multiple funding documents used to finance construction contracts. The Senior Transportation Engineer must have an understanding of the procedures involved in the development of the estimate in the AASHTOWare Preconstruction, legacy systems, and FileMaker Pro in order to accurately prepare funding analysis. This position must also require a thorough knowledge of Project Development procedures, construction engineering methods and processes related to specifications and estimates, state and federal regulations, guidelines and policies related to transportation engineering, and funding of transportation projects. Ability to use personal computer systems and various database programs in use by Caltrans, including Microsoft Office Suite, and FileMaker Pro. Have a working knowledge of terminology relating to advertising, bid opening, and awarding of construction contracts. Must be able to prepare reports summarizing large amounts of data and be able to produce new types of reports depending on need.  
Ability to communicate effectively both in writing and orally; evaluate situations accurately and take corrective action; work effectively with all levels in the Department, including Project Managers, Project Engineers, HQ Local Program, HQ Accounting personnel, and Federal Resource Engineers, as well as local agencies, when necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for carrying out the policies, goals, and objectives of the Department, Division of Engineering Services (DES) and Program/Project Management & Office Engineer. Responsible for decisions and actions that affect timely contract awards. Improper planning or decisions may result in project delays that could increase project cost, result in the loss of Federal funding and may adversely affect the Department's ability to deliver highway construction projects to the public.

PUBLIC AND INTERNAL CONTACTS

This position requires frequent and regular contact with District Project Control, Project Engineers, Project Managers, Accounting, HQ Local Program, and Federal Resources Engineers. May be required to make presentations.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You must:

- 1. Sit for prolonged periods of time using a computer.
- 2. Maintain sustained mental activity needed for report writing, analyzing situations, problem solving, and reasoning.
- 3. Communicate in writing and verbally in a clear and concise manner.
- 4. Develop and maintain cooperative working relationships and respond appropriately to difficult situations.
- 5. Work well as a member of a team.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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