

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	D03 / PPAM / Office of Project Management	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Transportation Engineer CT (non supervisory)	903-100-3161-061	

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 Chief, Office of Project Management (a Supervising Transportation Engineer), the incumbent is responsible for ensuring the delivery of all assigned projects within scope, cost, schedule, and resources. Incumbent is responsible for managing and facilitating the development and engineering administration of the project from inception through completion of the construction contract. These projects include those funded wholly or partially by local agency funds, developer funds, Statewide Transportation Improvement Program (STIP), State Highway Operational and Protection Program (SHOPP), storm damage, seismic projects, minors, and other Capital Outlay funded and Oversight projects. Incumbent will represent the Department at public hearings and other forums.

Possession of a valid California Professional Engineering Certificate is required.

Possession of a valid driver's license is required when operating state owned or leased vehicles.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Prosperity - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity - People First)
- **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. (Safety, Employee Excellence - Collaboration, 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 - Equity)
- **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, Employee Excellence - Collaboration, Innovation, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, People First)
- **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, Employee Excellence - Equity, Integrity, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Equity, Integrity, People First)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Integrity, People First, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Plan, organize, coordinate, and control transportation projects utilizing appropriate tools and equipment for scope, schedule, and cost; managing both capital and support costs; and monitoring actual against planned costs. Consult with and advise District Management, and may act as their direct representative in major program areas at either private or public meetings.

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25%	E	Assemble a project team of functional managers, local representatives, and permit agencies as appropriate, to ensure project completion on schedule, within budget, while maintaining the overall quality of the project. Lead the Project Development Team in developing Project Workplans for scope, schedule and cost. Manage and coordinate project internal and external activities. Obtain the services of all functional units by negotiating agreements with functional managers to meet project commitments.
20%	E	Maintain open communication and provide timely and accurate information about the project status to functional managers on a regular basis. Provide District management with timely and accurate information about the project status on a regular basis, including schedules and costs of project. Identify project conflicts and issues in a timely manner and elevate if unable to resolve directly. Request Management approval when changes are required on project scope, schedule and cost.
5%	M	Ensure that all reasonable alternatives are explored before requesting changes. When a change is required, thoroughly document the reasons for the change.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have thorough knowledge of all phases of transportation engineering, including the project development process; funding and budgeting; and principles and techniques of project management. The incumbent must analyze situations accurately and develop an effective course of action. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decisions made by the incumbent will affect project delivery commitments. Improper decisions could result in project delays that could increase project costs, loss of funds, and loss of credibility and good will for the Department. The incumbent is directly accountable to the District Director.

PUBLIC AND INTERNAL CONTACTS

Interacts with Region, District, and Headquarters functional units, local and regional agencies, other State and Federal agencies, the media, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work under pressure and meet multiple deadlines.

WORK ENVIRONMENT

Will work in a climate-controlled office, under artificial lighting. May also be expected to work outside the office and may be exposed to various elements of weather, such as sun, wind, fog and rain. Must possess a valid driver's license.

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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.)

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