

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION DES/GS/OGDPP	
WORKING TITLE Geotechnical Manual Specialist	POSITION NUMBER 559-325-3161-xxx	REVISION DATE 11/07/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the Office Chief, the Senior Transportation Engineer will serve as a geotechnical manual specialist who will develop, edit, and maintain geotechnical guidance. The incumbent shall be well versed in the Department's geotechnical policies, standards, and practices in order to ensure guidance developed by peers is consistent with all other guidance and departmental standards. The incumbent will evaluate all draft or proposed guidance for technical accuracy, clarity, and purpose. The incumbent shall lead or collaborate with technical teams and committees who are responsible for developing guidance. The incumbent will lead the management of web tools and the Geotechnical Services web pages. The specialist will lead or assist with the development and delivery of training for GS staff and DES cross-functional units.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Collaboration, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Stewardship)
- **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. (Employee Excellence - Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **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 - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - People First, Pride, Stewardship)
- **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 - Collaboration, People First, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Pride, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Develops, maintains, evaluates, and recommends statewide geotechnical design policies, standards, procedures, guidelines, and practices used by Geotechnical Services during project development, construction, and maintenance activities. Coordinates with various DES staff and subdivisions to ensure geotechnical policies are consistent with the delivery goals and technical requirements necessary for DES products and services.

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20%	E	Develops and maintains web tools, web pages, information systems, and database for Geotechnical Services. Monitor inputs and submittals into these systems for accuracy and consistency. Assists with ADA remediation of documents for Geotechnical Services.
10%	E	Assists the Quality Management Representative by reviewing and providing feedback on quality documents, audits, key performance indicators and other quality related activities.
10%	E	Monitors other DES guidance to ensure there are no conflicts with other guidance. Identifies FHWA, AASHTO, State DOT or other documents that can be leveraged and implemented as best practices.
10%	E	Chairs and supports technical committees and serves on task forces.
10%	M	Works on special projects as designated by the Office Chief.

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

Supervision is not a requirement of this position but the incumbent may need to act as a lead worker over other employees in the Transportation Engineer (Civil), Engineering Geologist, Transportation Engineering Technician, Foundation Driller, and administrative classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must possess a thorough knowledge of the Geotechnical Services organization and its relationship with other departmental functional units. In addition, the incumbent must have expert knowledge and extensive experience in Geotechnical Services' administrative and technical policies, procedures, standards (Geotechnical Manual) and other factors relating to the development of transportation projects.

Based on extensive engineering experience and background, the incumbent must be able to exercise good judgment in developing problem solving strategies. Incumbent must possess the ability to effectively communicate and coordinate, both orally and in written form.

Knowledge and utilization of "Quality Management" principals and techniques is necessary.

The responsibilities assigned to this position require a high degree of technical ability and an ability to work with others. The incumbent must be able to assimilate technical data and procedural information from a variety of sources, evaluate and develop alternative courses of action, and make recommendations on a variety of issues relating to Geotechnical Services.

Knowledge of and ability to proficiently use a personnel computer equipped with Email, word processing, spreadsheet, and data base software. These include but are not limited to Microsoft Word, Microsoft Excel, FileMaker Pro, Acrobat Professional, web browser and other internet applications is required.

The ability to interact effectively with individuals and groups from the Department, governmental agencies, and private consulting firms.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires effective communication and timely response in all aspects of work. Delays in response to requests for services or failure to detect omissions and/or inadequacies in guidance can affect public safety, result in tort liability, and result in contract delays, construction difficulties, wasteful practices and design, and substandard performance of completed work.

PUBLIC AND INTERNAL CONTACTS

This position requires frequent contact with personnel in the Department concerning engineering matters related technical guidance maintained by Geotechnical Services. The incumbent will also have regular communication with engineering consultants, contractors, manufacturers, vendors, local and federal agencies, and other government agency personnel. The incumbent is required to make presentations to internal functional units and external groups including the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit and/or stand for long periods of time in both an office and field setting. The incumbent will use a telephone, keyboard/mouse and video display terminal. Must sustain physical and mental alertness while working in and about heavy equipment and the motoring public. Will be required to develop and maintain cooperative working relationships and respond appropriately to difficult situations. Employee may be required to drive a motor vehicle and may travel statewide.

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Employee may occasionally be required to move materials weighing up to 50 pounds.

The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to handle multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent must be able to quickly recall Department policies and use their experience to quickly address issues.

The incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office setting under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. The 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 as described in the previous section. The incumbent will be required to work around bulky/heavy materials and equipment used near project sites, and in close proximity to vehicles traveling on active roadways. 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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