

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	NR Proj. Dev. Office of Engr Svcs/ E1	
WORKING TITLE Office Engineer Branch Chief	POSITION NUMBER 928-200-3161-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 Chief, Office of Engineering Services, a Supervising Transportation Engineer, the incumbent supervises the Region Office Engineer Branch in Redding. Directs the work of Specification Engineers in the development and review of plans, specifications and estimates (PS&E) for highway improvement projects. The incumbent works independently on most assignments. PE registration 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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. (Equity - 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. (Safety - Collaboration)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Innovation)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity - Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Plan and direct the work of Specification Engineers responsible for the review of plans and the preparation of contract specifications, estimates and transmittal reports. Coordinate with other Project Development Branch Chiefs, Project Managers and Headquarters Office Engineer on a region-wide basis to process final PS&E and DCR/RTL deliverables for advertising. Coordinate the preparation of addenda to the PS&Es.
20% E	Manage Branch Workload: Maintain and monitor current and projected workload along with schedules for work effort by specifications writers in the branch. Attend and hold staff meetings, prepare status reports, monitor project status, prepare project management reports, and attend meetings related to project delivery.

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10%	E	Plan and direct the work of administrative staff responsible for processing Bid Opening and bid analysis information. Coordinating responses from Project Manager and Construction for the Award Recommendation memo.
10%	E	Assist project designers to assure consistency among plans, specifications and estimates, and the proper identification of items of work and methods of measurement and payment. Conduct the final review of PS&Es to ensure that the project was prepared and processed in conformance with Caltrans' standards and designed to be biddable, buildable and manageable. Identify and communicate to management project risks related to the quality of PS&E deliverables.
5%	M	Assist the Office Chief by monitoring special programs as needed and when requested by office or division management. Prepare related special program correspondence and management reports as required in support of the office and/or the division performance improvement and innovation efforts.
5%	M	Perform personnel performance evaluations, staffing, training coordination, quarterly Safety meetings, and other supervisory duties.

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

The Senior Transportation Engineer is responsible for the coordination, training and supervision of the Specification Unit.

The supervision is of a technical engineering and administrative nature. This position is responsible for providing general direction, establishing work priorities, assigning projects, scheduling and assigning work, and managing assigned resources and workload to produce quality results in an efficient and qualitative manner.

The Regional Office Engineer Branch is staffed by non-supervisory personnel (Transportation Engineer (Civil), Transportation Engineering Technicians, Delineators, and Drafting Aids)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Must have a thorough knowledge of Standard Specifications, General Conditions, Standard Special provisions and of construction methods, materials and equipment. Must have ability to review PS&E prepared by other engineers and to identify technical inaccuracies and discrepancies. Must have knowledge of project development procedures and design standards related to transportation facilities and the ability to apply that knowledge to develop final plans, specifications and estimates.

Must also have knowledge of the various phases of transportation engineering, including planning processes and methods, systems planning, construction methods and practices, construction contract administration, operations and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy.

Ability to: Must have the ability to communicate effectively both orally and in writing, and the ability to establish and maintain cooperative relations with others. The Senior Transportation Engineer must be knowledgeable of design and construction practices and able to assist subordinates in performing engineering tasks and computer- oriented processes.

Must also have the ability to understand construction contract plans, facilitate meetings, make effective presentations; prepare correspondence, and reports; communicate effectively both verbally and in writing; relate to and work with interdisciplinary project teams to identify and resolve project issues.

Analytical Requirements: Required to analyze situations accurately, identify potential conflicts, and adopt an effective course of action; review project schedules and determine appropriate level and timing of review; recognize issues that are of a regional significance and implement an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Directs the Branch production of PS&E's for assigned projects. Errors could result in substantial delays of project completion which, in turn, could cause an increase in project costs, loss of Federal funds, and loss of credibility and good will for the department or poor quality products leading to contract changes and construction claims.

PUBLIC AND INTERNAL CONTACTS

Maintains a close working relationship with staff from the North Region, Headquarters Division of Engineering Service Office Engineer, other Districts, and other Agencies to coordinate projects.

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The incumbent must maintain a professional working relationship across both Region and District functions, Headquarters personnel, outside agencies, and the construction contracting industry. In addition, the incumbent must be familiar, and comfortable with, office and field environments. Must be able to guide project teams to issue resolution and be able to build consensus within teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to facilitate meetings across the North Region. Out of town travel will be necessary. The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be congenial and tactful when dealing with others while effectively accomplishing tasks. Frequent telephone interaction is common.

WORK ENVIRONMENT

The incumbent will be working in both an office and field environment. As such the incumbent will be required to travel throughout the North Region. While in the office employees will work in a climate-controlled office under artificial lighting. The incumbent will also travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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