

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	Consultant Services Unit/East Region/Prog./Proj. Management	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Chief, Consultant Services Unit	904-105-3155	

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 a principal transportation engineer, in the Division of Program/Project Management, this position serves as the Chief of the Project Support Services responsible for the overall management of the Consultant Services Unit in District 4. The incumbent will serve as the manager in charge of, and responsible for, organizing and directing a multi-disciplinary staff including engineering and administration classifications in order to deliver projects within the Capital Outlay Support (COS). Incumbent is responsible for securing resources to allow office to meet its delivery commitments, ensuring that office staff are properly equipped and trained to perform work.

CORE COMPETENCIES:

As a Supervising Trans 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. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, 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. (Safety, Equity, Climate Action, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- 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, Climate Action, Prosperity, Employee Excellence - Equity, Innovation, Integrity, Pride, 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. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- 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, Equity, Climate Action, Employee Excellence - Equity, Innovation, Integrity, 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, Equity, Climate Action, Employee Excellence - Equity, Innovation, Integrity, Pride)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, Employee Excellence - Equity, Innovation, Integrity, Pride)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	<p>*Directs senior level engineering staff responsible for the procurement and management of Architectural & Engineering (A&E) contracts.</p> <p>*Directs and authorizes the development of all documents required to procure professional services including: Justification for contracting work, Scope/Statement of work, Workload Estimates, Fact Sheets, Form 360's, and Requests for Qualifications. Ensures that request packages are complete, are authorized under appropriate Government Codes, Streets and Highways Codes, or other authorizations as appropriate, are in conformance with current State and Federal laws and regulations, comply with current Agency and departmental policies, procedures, management directives and are within resource allocation constraints. Oversees the consultant selection process from advertisement to award to ensure that the most qualified consultants are brought on board in a timely manner.</p> <p>*Ensures that all contracted work is performed in compliance with the contract terms and conditions.</p> <p>*Approves and authorizes task orders. Reviews and recommends approval of contract amendments.</p> <p>*Identifies and issues written guidance to ensure consistency of contract management work across all division support contracts.</p> <p>*Acts as the District's Liaison with the Division of Procurement and Contracts, on professional services agreements for project-related capital outlay support work. Provides the district with expertise related to all aspects of professional services procurement including: Request for Qualification (RFQ) - A&E process, inter agency agreements, California Multiple Award Schedule (CMAS) contracts, Requests for Proposals (RFP), and Invitations for Bids (IFB).</p>
30%	E	<p>Manages the Division of Program / Project Management Operating Expense Object Class 2611, 2612, and 2623. Works with District Budgets, HQ's COS and other Districts to resolve resource issues to best meet the goals of the District and to ensure that available resources are utilized effectively and efficiently.</p>
20%	E	<p>Provides general guidance to the Chief, Admin Support Services, a Staff Services Manager II:</p> <p>*To ensure the District's contracts support needs are addressed and that the processing of invoices comply with the Prompt Payment Act</p> <p>*To ensure that the Division's personnel program for about 182 positions, including: developing position duty statements, ensuring the completeness of PARF packages, administering the selection process, recruitment, developing organization charts, coordinating the Division's Rotation Program interests are well managed.</p> <p>*To ensures that the Division's major and minor equipment like laptops, printers,monitors,etc. and offices supplies needs are provided. Ensures that the Division's master equipment inventory database are updated.</p>
10%	M	<p>Acts as the District's Advocate Representative for the District 4 Calmentor Program and primary contact for the Professional Services Community. Supports the Department's goal to increase the use of Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), and Disabled Veteran Enterprise (DVBE).</p>

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 incumbent will supervise engineers and administrators who will provide support services for the A&E contracts administered by the Consultant Services Branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess excellent written and verbal skills to effectively communicate information via reports, correspondence, meetings, and negotiations.

The incumbent must have extensive knowledge of the contract procurement process, the ability to plan, organize, and direct the work of others, the ability to analyze situations accurately and develop an effective course of action, and the ability to identify and resolve issues and to persuasively negotiate agreements with various agencies and parties.

The incumbent must maintain a thorough and updated knowledge of current departmental guidelines, policies, and procedures in preparation of engineering plans and specifications, the contracting out process, Federal regulations, and current laws in order to ensure proper State compliance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires complex interaction between the Department, Local Agencies, and Consultants. Good judgment and evaluation must be exercised in wide variety of circumstances. Failure to properly interpret and ensure compliance with current contract procurement procedures could reflect poorly on the Department and result in costly disputes with consultants, legal actions, and delays in providing the public with timely highway improvements.

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PUBLIC AND INTERNAL CONTACTS

The incumbent interacts with the executive management in the District and in Headquarters' Divisions on a regular basis. This position must maintain effective working relationships with internal and external customers and stakeholders that include:

- District management
- Project Managers/Engineers & Functional Managers
- Headquarter functions
- Consultants
- Local Agencies

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements may require incumbent to sit for extended periods of time at the computer.

Mental requirements include sustained mental activity for problem solving. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvement, enable others to acquire the tools and support they need to perform well.

Emotional requirements include the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses. Must be able to deal effectively under pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operations, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel on occasion.

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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