

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Project Delivery/Division of Design	
WORKING TITLE Project Delivery Coordinator District 04	POSITION NUMBER 913-200-3155-009	REVISION DATE 07/21/2025

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

GENERAL STATEMENT:

Under general direction of the Division Chief, the incumbent acts on their behalf to provide advice, assistance, approval, and concurrence to the districts, and provide timely technical and procedural support to districts to deliver high quality, cost effective transportation projects within programmed allocations and established schedules during the implementation of the project development process. The incumbent has a functional reporting relationship to the Division Chiefs of Division of Design (DOD) and Division of Project Management (DPM). The specific duties listed below constitute a framework of responsibilities for the incumbent. A large part of the incumbent's time is devoted to major policy issues involving other agency participation and funds, project priorities, costs, schedules and programming, project and route controversies and litigation, alternative studies and courses of action, managed lanes and multi-modal considerations, project quality, and deliverables. There is considerable flexibility in determining how time should be utilized because the needs of district(s) and Headquarters vary from time to time.

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, Employee Excellence - Collaboration, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Pride)
- 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. (Prosperity - Collaboration, 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, Prosperity - Collaboration, People First)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity - Equity)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Equity - Collaboration, Integrity, 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)
- 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. (Climate Action - Innovation, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation, Pride)

TYPICAL DUTIES:

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

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40%	E	Provide advice, assistance, approval, and concurrence to the districts. Provide timely technical and procedural support to districts to deliver high quality, cost effective transportation projects within programmed allocations and established schedules. Approve deviations from non-delegated design standards proposed by the district; provide review and input on district delegated design decisions as needed. Review, monitor, and provide recommendations related to approval of Programming and project changes such as project amendments, supplementals, allocations above 120% of program, and time extensions. Provide interpretation and clarification of Headquarters instructions, policies, standards and practices. Establish and maintain effective working relationships with district staff at all levels. Advise District management and staff of statewide implications of district proposals; assist the district in resolving issues; and assist in gaining approval with Federal Highway Administration (FHWA) regarding design details and standards, federal fund participation, environmental impacts and others as needed. Coordinate with appropriate Project Delivery functions (Design, Project Management, Environmental, Landscape, Traffic, Structures, Right of Way, Surveys, Construction) to assist districts in expediting project decisions, and as necessary involve other Headquarters functional units (e.g. Asset Management, SB 1 Office, Programming, Planning, Maintenance, Traffic Operations, etc.) and the California Transportation Commission (CTC). Provide advice to both district and headquarters on route matters such as resolutions of necessity for condemnation, disposal of rights-of-way, relinquishments, freeway agreements, and route adoptions. Technical advice and assistance to the districts shall also include participating in project meetings, status meetings as required, and maintaining major involvement in all phases of project development.
25%	E	Improve Project Delivery processes and practices. Provide advice and recommendations for new and innovative processes and products to improve efficiency and accelerate the delivery of quality transportation projects. Provide recommendations to improve project delivery manuals and guidance, including Highway Design Manual (HDM), Project Development Procedures Manual (PDPM), Project Management Directives and more. Participate in the development and implementation of new processes and products; assist with monitoring continuous improvement and the implementation of innovative statewide policies, standards, guidance and practices. Participate in performance assessments and evaluations as necessary in support of quality management activities, delegation implementation, and process improvement initiatives. Provide Quality Management Assessment reviews on project documents generated by districts including procedural, engineering, economic, and policy matters; major emphasis shall be placed on ensuring consistent and uniform application of statewide policies, standards, procedures, guidelines and practices, including exceptions to their application.
25%	E	Improve Project Delivery policies, standards, guidance and training. Assist in establishing, improving, and implementing statewide policies, standards, procedures, guidelines and practices. Provide technical support to develop and implement changes in guidance, including but not limited to geometric design, cost estimating, risk management, project change management and other project development procedures. Propose changes to manuals when guidance should be modified or is in need of clarification as a result of interactions and reviews with District management and staff. Work collaboratively with other Project Delivery Coordinators and Office Chiefs, and connect with other Department functional managers and staff including Programming, Asset Management, the SB1 Office, Planning, Maintenance, Traffic Operations, as well as California Transportation Commission (CTC) staff to assist in assuring consistent statewide application of current and future policies, standards and practices.
10%	M	Provide advice and assistance to the Division Chief. The incumbent keeps the Division Chief informed of significant issues that arise, potential areas of improvement in policies, standards, procedures and practices, and provide independent advice, recommendations, briefings and reports to the Division Chiefs and other Headquarters management on project delivery and related matters. Reviews, monitors, and recommends approval of Project Change Requests (PCRs). Prepare correspondence, presentations, issue papers and briefing reports for the public, Legislature, FHWA, CTC and management as necessary. Serve as the principal Project Delivery contact with the Federal Highways Administration (FHWA); Maintain familiarity with FHWA rules, regulations and policies in support of the FHWA Stewardship Agreement. From time to time, the incumbent shall be assigned to focus on a special project or activity for an indeterminate amount of time.

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
No direct supervision duty is required for this position. Incumbent may be required to lead or participate on team-based special

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projects

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans' organization, departmental policies and financial constraints and procedures is required. Expert knowledge on planning, programming, project management and design policies, procedures, standards, and other factors relating to the design of transportation facilities is also required. Detailed knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to the planning, design, construction, operation, and maintenance of a transportation facility is also necessary. Knowledge and commitment to the use of quality and risk management principles in Caltrans' practices is necessary.

The incumbent, based on engineering experience and expertise, must be able to exercise good judgment on matters relating to the planning and design of transportation facilities and must have the ability to effectively communicate and coordinate, both orally and in written form, with all levels of management and employees in Headquarters, in the districts, and outside the organization. With the breadth of the responsibilities the coordinator has and the latitude given in fulfilling them, the incumbent must be able to take action independently and organize time effectively. Incumbent, acting as a deputy to the Division Chiefs of Project Management and Design, is responsible for independent actions and initiative in carrying out the regular assigned duties and responsibilities relating to the planning design and management of highway transportation facilities. The incumbent must consider all input and pertinent factors before reaching conclusions and taking action on design matters. The work and responsibilities assigned to incumbent require a high degree of design project management ability and understanding. Incumbent must have the ability to assimilate technical and procedural input from various sources, to evaluate that input, to develop alternative courses of action, and to make objective recommendations in all issues relating to design and Project Development.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must consider all input and pertinent factors before reaching conclusions and taking actions on design, project management, and project delivery matters. The consequences of not considering all factors may result in inconsistent statewide decisions with attendant to safety, traffic operational and economic losses to the State and other stakeholders.

PUBLIC AND INTERNAL CONTACTS

Incumbent must work closely with project managers, district designers and management, as well as Headquarters functions, the FHWA, and other federal and State agencies to provide the necessary coordination to complete the project development process. In addition, the incumbent must communicate with the general public, the Legislature, top management, representatives of industry, and others on issues involving the design of transportation facilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Extensive travel is required. Incumbent must possess an excellent state of mind, and the ability to make clear judgments. Teamwork orientation to openly discuss issues and reach consensus is also required.

WORK ENVIRONMENT

This position requires considerable travel: The majority of the incumbent's time is expected to be in the assigned districts, and the remainder of the incumbent's time is expected to be at their headquartered location. The incumbent will work mainly in a climate controlled environment when in Headquarters and the district(s). Given that travel is an essential part of this position, the incumbent can expect being subject to the normal rigors of travel within the state, either by car or by plane. Some project field review will require the incumbent to work outside of the office along our state's highways for short periods of time.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarters location will be the responsibility of the selected candidate.

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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