

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D07/Design/Office of Design A	
WORKING TITLE Senior Transportation Engineer	POSITION NUMBER 907-201-3161-XXX	REVISION DATE 05/18/2025

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 Supervising Transportation Engineer (Office Chief), the incumbent plans, assigns, reviews work,gives instructions and provides technical and informed policy related guidance, maintains discipline, makes decisions, and handles difficult technical and administrative problems in\connection with staff assigned to the Design Office. The Senior Transportation Engineer must possess a valid Professional Engineer's License (Civil) by the California Board of Registration for Professional Engineers.

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.

- 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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Collaboration, Innovation, 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, Employee Excellence - 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)
- Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Equity, Prosperity, Employee Excellence - Innovation, People First)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - 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, 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. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Effectively and efficiently manage, supervise and assign projects and tasks to the team, to deliver complete plans, specifications and estimates (PS&E). Ensure all products produced or reviewed comply with current standards, policies and procedures as laid out in the Highway Design Manual, Project Development Procedure Manual, Storm Water Project Planning and Design Guide, Plans Preparation Manual, Construction Contract Development Guide, Design Information Bulletins, and other documented statewide and district approved manuals, directives, guidance and memorandums. Ensures quality, completeness, and timeliness of deliverables. Coordinates the delivery of other non-project products produced by the branch (e.g. Red Folders, District Airspace Review Committee, and legal inquiries) in accordance with department policies and guidelines. Make critical and timely decisions. Promote and provides effective and appropriate risk based decisions and deliverables.
20%	E	Participate in the review of, monitor progress and recommend approval of various engineering documents (including but not limited to Project Study Reports (PSR), Project Approval & Environmental Document (PA&ED), PS&Es, and encroachment permits) and provide technical oversight of consultants or local agency staff performing engineering work related to the development of State transportation projects funded by local agencies or private entities. Analyze issues, constraints and needs for individual projects and tasks and objectively provide the range of practical risk-based options to all customers (internal and external). Coordinate and facilitate responses to internal, external, and legal requests for information and reports, and assist staff in resolving and/or negotiating issues with assigned work including nonstandard features and forensic analysis of roadway design/ problems during construction, maintenance, or on existing facilities. Guide and assist staff and/or resolve and negotiate issues on more complex matters.
15%	E	Provide effective and competitive Work-Plans resource estimates using the Work Breakdown Structure (WBS) activities and Project Resourcing and Schedule Management program (PRSM). Ensure resources are allocated and are only what is sufficient to meet the purpose and need of individual projects and tasks. Negotiates resource needs with project and task managers. Assess the status of project and develop work assignments accordingly. Tracks current and future workload demands for the branch and manage resources to accomplish complete deliverables within budget (schedule and cost) and track scope changes that impact resource allocation and project schedules. Ensures projects are up-to-date in PRSM.
10%	E	Manage training of staff to assure efficient workforce. Ensure staff receive the necessary training and experience to perform their duties efficiently using innovative means and methods that meet current State and District policies and directives. Communicate expectations to staff, provide feedback, and conduct timely performance evaluations. Attend and respond to personnel/labor relations/EEO matters based on department policies and guidelines. Insures staff are in conformance with current policies and directives including time charging practices and training.
5%	M	Represent the Department of Transportation in statewide meetings and other events regarding general roadway design issues, including the development of updated or new standards, product guidance, and specification for roadway design issues. Promote risk based uniformity in implementation of non-standard, standard and amend specifications, policies, and procedures for roadway design issues within the District.

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

Direct and supervise the work of Transportation Engineers and other technical personnel. Establish their priorities and their resources. Establish collaborative project and task teams. Provide direction to the district and other internal and external customers on environmental engineering issues. Empower lead workers, recognize achievements, establish expectations, and provide feedback on performance. Supervise in accordance to department policies, and provide staff interpretation, guidance, and direction based on departmental policies such as equal employment opportunity, health, safety, labor relations programs, and processes.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to effectively communicate and coordinate both orally and written form with management and employees of the District, Headquarters, local agencies, industry, and the general public.

Knowledge of:

- Engineering principles and techniques related to general civil, transportation, and environmental engineering and practices. Knowledge and understanding of general data analysis techniques, preparation of technical reports and/or utilization of technical reports prepared by others, and ability to assess risk to make intelligent sound decisions that are in alignment with department policies and goals.
- Caltran's organization and Departmental policies (design, construction, maintenance, management, etc), procedures,

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standards, and other factors that need to be considered in the engineering, construction, maintenance, and rehabilitation of state facilities.

- Caltrans's project development procedures both for capital outlay and maintenance projects, as well as, engineering experience related to design, construction and maintenance operations.

- Basic principles of engineering economics, such as life cycle cost analysis and benefit/cost analysis, as applied to highway design.

Ability to:

- Plan and direct the work of others and adopt an effective course of action.

- Analyze and manage projected work loads and estimate the required resources, including consultants, using WBS activities and PRSM.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for his/her actions, decisions, quality of work and proper use of State time, equipment and materials. Improper use State time, equipment and material, inability to perform the essential duties stated above.

Failure to adhere to establish policies, procedures and guidelines could lead to adverse action and possible termination.

Errors in judgment could jeopardize meeting project deadlines and can be used and reflected during probation period and or annual evaluation development.

PUBLIC AND INTERNAL CONTACTS

Incumbent must establish and maintain continuous project related internal contact with subordinates, colleagues, and superiors both in the District and in Headquarters. The incumbent must keep District and Headquarters executives full informed on sensitive issues. Frequent contact is maintained with FHWA and Headquarters reviewers. The public, local agency staff, and the news media are frequently in contact with this individual concerning transportation issues. Local elected official and State Legislatures are also occasionally briefed and consulted.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sustained mental activity is needed for report writing and review, auditing, problem solving, analysis and reasoning. Ability to develop and maintain cooperative working relationships, responds appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office and may also be required to travel and work at the project site and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold and hazardous wastes

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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
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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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