

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	D04 /Design Services/Utility Engineering	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Design Branch Chief	904-104-3161-xxx	

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general direction of a Supervising Transportation Engineer, the incumbent carries out the duties and responsibilities associated with all phases of the project development process. This requires directing the work of an engineering staff as well as maintaining close communication and liaison between project team members, and the consultants; Division of Structures, and Headquarters functional units in order to expedite the planning and design process through early preliminary review, environmental and design studies to completion of PS&E. This position is also responsible for preparing all the engineering documents necessary to obtain utility certifications for District 4 projects.

**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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, 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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
25% E	The incumbent is responsible for directing the preparation of highway planning studies and the development of plans, specifications and estimates for variety of transportation projects. This includes assigning, scheduling, directing, and supervising work within assigned squads. Assign projects to staff and provides guidance to staff related to the proper use of design standards and project development policies and procedures. Provide guidance to ensure that high quality transportation projects are completed.
25% E	The incumbent supervises, plans, directs, reviews and approves the preparation of utility plans, utility relocation plans, quantities and estimates, and Utility Policy certifications. Ensures the utility database is updated. Ensures coordination of positive utility verification and underground utility location field marking. The incumbent works with Project Engineers, Utility Owners, and Right of Way (R/W) Agents in identifying and resolving project utility conflicts. Prepares written correspondence and reports as required.
15% E	The incumbent is responsible for assuring that all such projects will be developed in accordance with Caltrans project development process and in conformance with Caltrans engineering practices and standards so that the facilities are properly planned and safely designed, and can be properly constructed and maintained. This responsibility includes coordination and review of the highway planning studies and development of the plans, specifications, and estimates. Coordinate with other districts and headquarters units on matters pertaining to transportation in order to expedite project delivery and provide utility engineering support.
10% E	The incumbent will serve as a member of the Project Development Team on major projects. He/she is responsible for decisions on complex technical designs and/or Transportation engineering problems, usually of a politically sensitive nature.
10% E	Utilizes Project Resourcing and Schedule Management System (PRSM) to track expenditure authorizations and COS effort on specific task activities as defined in the work breakdown structure. Cooperate with Project Manager to provide resources, update schedule and manage projects from initiation to closeout phase of the project life cycle. Prepares workload and task management estimates and schedules for use in project work plans. Prepares status reports, monitors project status and attends meetings related to project delivery and functional support. Reviews encroachment permits.
5% M	The incumbent is responsible for provide oversight of transportation projects prepared by locals/consultants for compliance with Caltrans's standards and practices or assist in the preparation of plans, specifications, and estimates for complex highway projects. Monitor schedule, cost and quality of deliverables that are provided by consultant.
5% M	Analyzes the need for, develops and submits service contract requests to HQ for the Office. Performs personnel evaluations, staff training, and processes adverse actions when necessary.
5% M	Identifies staffing, training and equipment needs for the branch. Provide career development, performance measure, and recommendations for merit salary adjustment. Maintain proper time charging practices and approves staffs' time reporting.

<sup>1</sup>ESSENTIAL 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 supervises and directs a staff of up to ten Transportation Engineers (Civil) and Transportation Engineering Technicians. This supervision is of a technical and administrative nature. The incumbent is responsible for providing general direction, establishing priorities, assigning projects, scheduling work, and monitoring resources and milestones to produce optimum results efficiently; reviews request for engineering authorizations, prepares recommendations for personnel and operating expense budgets, reviews planning and design documents produced by Caltrans staff and consultants, and analyzes directives, policies, and work methods to increase efficiency.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must posses a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. The incumbent must be able to apply geometric standards to perform engineering design; apply traffic engineering principles to analyze various transportation alternatives; and provide technical oversight to ensure compliance with standards and accepted engineering practices. The incumbent must have a thorough knowledge of the Department's mission, goals, objectives and policy direction; policies, procedures and standards; federal and State laws,

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

regulations, and concepts; all phases of a transportation project, including transportation planning, environmental, right of way, design and construction; and principles and objectives of personnel management. The incumbent must have the ability to: plan, organize, and direct the work of a professional staff; track project schedules and costs; use personal computer applications including word processors, spreadsheets, Critical Path Method and communication software; provide direction in a variety of activities to obtain program goals; communicate effectively, both verbally and in writing; develop and maintain cooperative working relationships with local, regional agencies, public and private sector; and analyze complex issues and recommend effective action. The incumbent must be able to analyze projects for: consistent application of standards; viability of products developed by assigned staff; potential project delays; and corrective action plans. The incumbent must be able to analyze staffing relationships and resource needs.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is fully responsible for personal decisions, as well as for decisions made by subordinate staff. The incumbent is responsible for decisions related to the proper application of design standards and project development policies. Poor decisions on the part of the incumbent and/or those he/she directs may result in multi-million dollar errors. Consequences may also include severe adverse public reaction to the District, Department and the Administration's projects and programs. The incumbent is also responsible for ensuring utility conflicts with construction activities are minimized as much as possible. The incumbent must evaluate design and construction progress and inform design engineers, utility owners, construction personnel, and R/W agents of any potential conflicts. 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**

The incumbent establishes and maintains a close working relationship with other District Branches and Headquarters functions for the purpose of scheduling review of project work, assigning personnel, and coordinating design activities. The incumbent maintains close coordination with consultant staff members and local, regional state and federal agencies; meets with community groups, local elected officials and staff, private individuals and other interested parties to discuss and resolve sensitive transportation problems; coordinates activities with local developers and their representatives, with utilities and railroads; serves on various advisory committees and special assignments as required. Contacts may be made through formal or informal meetings, presentations, and written correspondence.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must have the ability to deal effectively with the public and other governmental jurisdictions on sensitive transportation matters; full knowledge of Caltrans policies regarding transportation issues and the ability to implement and transmit to public agencies and consultants the essence of such policies; full knowledge of the Caltrans project development process and standards; the ability to direct or effectively communicate expected goals and methods. The work of the incumbent is detailed, complex and variable and requires independent action and decision-making. Sustained mental activity is needed for reasoning, report writing, editing, problem solving and analysis. The incumbent will be required to recognize and respond appropriately to emotionally charged issues or problems and strive to develop and maintain a cooperative staff working environment.

**WORK ENVIRONMENT**

While at the base of operation, Employee will work in a climate-controlled office under artificial lighting. The incumbent may be required to visit off-site locations as needed; may be required to travel to other office complexes, and Caltrans' facilities. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee. Employee will also be required to periodically travel and work outdoors, and may be exposed to dirt, noise, uneven surfaces, or temperature extremes. Work hours will be set sometime between 6:00 a.m. to 6:00 p.m. Work outside the normal hours may be required, and vacations may be restricted, during peak times and fiscal year-end closing.

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

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.)

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