

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D8 / Design / Stormwater	
WORKING TITLE Senior Transportation Engineer	POSITION NUMBER 908-201-3161-	REVISION DATE 12/30/2025

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 Design Manager, for Design, a Supervising Transportation Engineer, the Design Office Chief, a Senior Transportation Engineer, is responsible for supervising staff and directing the operations of a Stormwater Design Branch that is responsible for the preparation of drainage plans, specifications, cost estimates and Storm Water Data Reports for a variety of major and minor highway improvement projects. The position requires possession of a valid certificate of registration as a civil engineer issued by the California State 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.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Supervises and coordinates the design development activities of the Stormwater Design Branch. Major emphasis is placed upon insuring uniform application of State policies, standards, procedures, guidelines and practices consistent with design standards especially in the development of plans, specifications, cost estimates, storm water data reports, and highway drainage reports.
20% E	Provides in-depth comprehensive reviews of all technical documents such as Project Study Reports, Project Reports, Strom Water Data Reports and PS&E packages. Ensures that all documents are of a professional level and are in conformance with departmental policies. Provides technical advice and procedural guidance to subordinate engineering staff.
10% E	Performs Task Management activities relevant to resource expenditures and adherence to the project capital and support budget.
10% E	Identifies training and equipment needs and develops training plans for assigned staff. Provides career development, performance appraisals, recommendations for merit salary adjustments and disciplinary actions. Documents and takes corrective action against employees as appropriate.
10% E	Maintain proper time charging practices, approves time reporting sheets, overtime use and leave time. Provides accurate and timely reporting of work hours. Completes forms with accuracy, such as travel expense claims, accident reports, safety reports and overtime logs.
10% M	Represents the Department at various community, regional and statewide meetings. Implements the Department's goals and policies as set forth in the Policy Direction Statement, and provides a communication link between Executive Management and assigned staff.

<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**

Provides first-line supervision for staff responsible for the development of assigned transportation improvement projects. Staff consist of Transportation Engineers (Civil), Ranges A-D.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of various phases of transportation engineering; the missions, goals, laws and rules implemented by the Department; principles of personnel management and supervision; and a supervisor's role in meeting the objectives of the Equal Employment Opportunity, Health and Safety and Labor Relations programs.

Must have ability to plan and direct the work of others; analyze situations and adopt an effective course of action; communicate effectively orally and in writing.

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Must have the ability to evaluate engineering reports, plans and specifications. Must be able to analyze proposals made by others, identify possible impacts and recommend mitigation measures to provide the most effective solution to an identified need.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for all decisions, actions and consequences in planning, organizing, directing and controlling the activities of the project development. The incumbent exercises independent judgment and decisions in the formulation and review of proposals; evaluates projects for safety and control of production within the function. In dealing with the public and other agencies, frequently makes commitments for the Department. These decisions and commitments are significant for public safety, public relations and funding. Errors in judgment can expose the department to increased liability and affect the cost and schedule of improvement projects.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will have daily contact with other units throughout Caltrans, coordinating work and exchanging engineering data. Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives, private developers and concerned citizens; may be called on to testify as defense or expert witness for the Department in legal proceedings where the appropriateness of design decisions is an issue.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical: Employee will work in an individual workstation. Must have the ability to work at a keyboard; have manual dexterity and may be required to sit for long periods using keyboard and video display terminal.

Requires the ability to move across uneven surfaces and hilly areas. Also requires occasional bending, stooping and kneeling. Subject to normal climate conditions and exposure to dirt, noise, and/or extreme heat or cold.

Mental: Creates a work environment that encourages creative thinking and innovation. Creates and sustain an organizational culture that encourages others to provide the quality of service essential to high performance. Must be able to organize and prioritize large volumes of varied documents. Enables others to acquire the tools and support they need to perform well. Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage. Understands linkages between administrative competencies and mission needs.

Must have the ability to multi-task; adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Formulates effective strategies consistent with the business and competition. Develops new insights into situations and apply innovative solutions to make organizational improvements.

Emotional: Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent even under adversity.

Must be able to develop and maintain cooperative working relationships, considering and responding appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect.

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

**WORK ENVIRONMENT**

While at the base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to occasionally travel and perform field investigations and may be exposed to moving traffic. Employee may be exposed to dust, dirt, noise, uneven surfaces and/or extreme heat or cold.

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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