

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	D8/Traffic Operations/Mobility/Legal Truck Service	
WORKING TITLE	POSITION NUMBER	REVISION DATE
District Truck Access Manager	908-355-3161-007	

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

GENERAL STATEMENT:

Under the direction of the Supervising Transportation Engineer, the Senior Transportation Engineer (Specialist) is responsible for effective communication between the individual district functions and the Office of Legal Truck Access. The District Truck Access Manager ensures that all changes to the highway system impacting commercial vehicles and transportation permits, are identified, communicated, incorporated and accurately maintained. This information is obtained during the planning, design and construction of projects, as well as during ongoing maintenance of the State Highway System. The District Truck Access Manager receives commercial vehicle policy direction, general guidance, and training from the Chief, Office of Legal Truck Access, in the Headquarters Traffic Operations Program. The training and guidance provided is in regard to policies, operations and procedural concerns related to legal and extralegal vehicles and loads. The District Truck Access Manager is the Headquarters Office of Legal Truck Access representative in the district. A driver's license desirable.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Participates in development and modification of new and revised activities in the Department's Guidelines for Work Breakdown Structure (WBS) to create and/or modify activities that relate to the job requirements of the Truck Services Manager in various phases of Capital Outlay project planning, design, and construction. Reviews all programming and design documents including Project Study Reports (PSR's); Project Scope, Schedule Reports (PSSR's); and Plan, Specification, and Estimates (PS&E's) where they may impact extralegal loads. Engages in and promotes efforts to preserve and enhance routes used by commercial vehicles and extralegal loads. Participates in Project Development Teams and provides feedback to project teams on operational and safety projects that may impact legal and extralegal loads. Archives Transaction Records of all trucking issues.
20% E	Establishes and ensures close communication between the Office of Legal Truck Access in Sacramento, the Transportation Permit Office in Sacramento, and the District functional units, including Planning, Programming, Project Development, Engineering Services, Construction, Maintenance, Traffic Operations and Transportation Management Centers (TMC). Establishes and maintains contact with District Traffic Manager, Project Managers, Resident Engineers, Maintenance personnel, Traffic Operations' Encroachment Permit staff, and TMC personnel. Responsible for ensuring data on temporary and permanent changes of the highway system, which impact routing of extralegal loads or designation as part of the National Network, is accurate and up to date and communicated to the Transportation Permit offices and/or jurisdictions. Responds to questions and addresses issues for Transportation Permits clients, as well as to public inquiries from the trucking industry on truck issues; also responds to enforcement agency inquiries. Is the departmental liaison with local jurisdictions and local enforcement agencies. Communicates the interest of the trucking industry to the highway rehabilitation, bridge rehabilitation and other district program advisors.
10% E	Makes presentations regarding Transportation Permits and commercial vehicle issues to internal and external customers. Offers and organizes training for District Project Managers, Construction Resident Engineers, Maintenance, Traffic Operations, Traffic Management Centers, and local agencies, on commercial vehicle and Transportation permits policies and procedures, trucking issues and concerns in general, and extralegal loads in particular. Provides training to local jurisdiction's Transportation Permits personnel.
10% E	Advises District Division Chiefs of Operations and Maintenance on truck-related policies and issues and assists Regional Managers, as required. Assists the Regional Manager with the investigation of all incidents involving structures, such as bridge hits. Represents the department in Industry Safety and other meetings. Attends Resident Engineer's pre-meetings on large projects. Makes presentations to internal and external stakeholders.
5% M	Assists District safety teams with investigations where safety criteria indicate an operational problem may exist for commercial and permit vehicles. This may include the review of approved District safety reports as well as the research of "as built" data.
5% M	Coordinates with trucking industry to obtain input and initiate major project improvements, minor signing/striping projects, and other miscellaneous minor projects for improved truck routing.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires a thorough knowledge of the project development process, commercial vehicle operations issues and concerns as well as knowledge of transportation permits policy and procedures. Broad knowledge of heavy hauling equipment and heavy construction equipment is desirable. Must be able to meet with the public and communicate effectively both orally and in writing.

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→ Must have the ability to analyze situations and take effective action. Must possess sufficient engineering knowledge to understand the reasoning and the need for bridge classifications, and be able to apply this knowledge to vehicle loads. Must have sufficient engineering background to effectively communicate technical problems involving commercial vehicle operations and the Transportation Permits Program.

Must have knowledge of engineering principles and safety practices, traffic characteristics, the freeway system and highway network, highway capacity and level of service procedures. Must know the Department mission, goals, laws and rules; the principles of personnel management and supervision; and the supervisor's role in meeting the objectives of the equal opportunity, health and safety and labor relations programs.

Commercial vehicle operations and Transportation Permits program are becoming increasingly complex as larger and heavier trucks and loads are being transported. A considerable degree of analytical ability is required in order to address the needs of the trucking industry for the safe and efficient movement of goods on the State Highway System. The incumbent must analyze situations, recognize when applicants are attempting to circumvent commercial vehicle laws and/or permit requirements, and take appropriate action.

Should have working knowledge of computers. Working knowledge of Windows NT, Microsoft Access, Excel, and Word is highly desirable.

Ability to plan and direct the work of others; analyze situations and adopt an effective course of action; communicate effectively orally and in writing; effectively contribute to the Department's equal opportunity objectives.

Requires California registration as a Professional Engineer in Civil Engineering.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

State's economy is dependent on safe and efficient transportation of goods by trucks and large vehicle combinations. These vehicles require special considerations that must be observed when planning, designing, constructing and maintaining the State Highway System. Not addressing these considerations may impact the ability of commercial vehicles to safely and efficiently deliver their goods to their destination.

All permit loads are routed according to their oversize features, such as height, width, length, weight, and speed. The Safety Manager needs proper support from various programs as the erroneous routing of an oversize load can adversely impact the traveling public's safety. In addition, claims against the State could be made.

Not properly representing the Office of Truck Services can create conflict in policy being received and given out with the customers being caught between government agencies with conflicting policies.

PUBLIC AND INTERNAL CONTACTS

Incumbent in this position entails constant and extensive contact with the public. Incumbent in this position must maintain a good relationship with our customers, other Caltrans management and personnel, various law enforcement agencies, city and county staff, etc. at all levels of management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: Ability to travel occasionally to work sites 3 to 4 hours away from the office, to move around on uneven surfaces in rugged areas that are near freeways and highways. Employee may be required to sit for long periods using a keyboard and video display terminal. Requires occasional bending, stooping and climbing.

Mental Requirements: Sustained mental activity needed for report writing, problem solving, analyzing when it comes to judgement that relates to public safety. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

Emotional Requirements: The Unit requires interaction with many people. It is important that you work with others in a cooperative manner. May be subject to and have the ability to handle irate public in a calm manner. You must have the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to adjust rapidly to new situations that warrant immediate attention and resolution. Value cultural diversity and other individual differences in the workforce. Ability to develop and maintain cooperative working relationships and respond to difficult situations that could be stressful with the public, agencies and staff.

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WORK ENVIRONMENT

Employee is working in an office and is required to travel to work sites, agency meetings, hearings and scheduled off site public meetings related to the job. While at the base of operations, you will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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