

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Electrical Engineer, Supervisor	OFFICE/BRANCH/SECTION D06/Maintenance/Maintenance ITS	
WORKING TITLE Branch Chief of Maintenance ITS	POSITION NUMBER 906-600-3164	REVISION DATE 04/14/2025

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 Office Chief of Maintenance, a Supervising Transportation Engineer, the incumbent is responsible for maintaining the health of electrical field elements and delivering electrical Minor "B" projects. This position will direct a staff of Transportation Engineers and Transportation Engineering Technicians. This position requires possession of a valid certificate of registration as an Electrical Engineer issued by the California State Board of Registration for Professional Engineers.

CORE COMPETENCIES:

As a Senior Transportation Electrical Engineer, Supervisor, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Climate Action, Prosperity - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action - Collaboration, Innovation, Integrity, 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, Climate Action, Prosperity - Collaboration, Innovation, Integrity)
- **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, Climate Action - Collaboration, Innovation, 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, Employee Excellence - Collaboration, Equity, 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, Climate Action - Collaboration, Innovation, 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. (Safety, Equity, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Climate Action - Innovation, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Climate Action - Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Manages the Intelligent Transportation Systems (ITS) field elements, including its communications and electrical infrastructure, for the Maintenance Program. Works with Field Maintenance personnel and Traffic Operations to have a comprehensive inventory of these assets, their needed repair/maintenance and their eventual life-cycle replacement. Utilize corporate tools like IMMS, TRAC, RMIS, PeMS and other inventory/diagnostic applications. With available resources, meet Departmental goals related to ITS elements and infrastructure.

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25%	E	Directs delivery of all District ITS Maintenance Projects including scheduling, managing funding, and overseeing the design, approval, bidding and construction of these projects. Directs and approves the preparation and review of ITS and highway electrical work in plans, specifications, and estimates (PS&E) for capital, service contracts, and minor projects for traffic control systems, traffic data collection, and processing systems, including systems such as Closed Circuit TV (CCTV), Changeable Message Signs (CMS), Vehicle Detection Systems (VOS), Ramp Metering Systems (RMS), Highway Advisory Radio (HAR), Roadway Weather Information System (RWIS), and other roadway electrical elements.
20%	E	Manage/monitor employee efforts and charges. Review proposed changes in policy and procedures as they relate to the Maintenance Program. Conduct safety meetings. Respond to questions or inquiries from the public and other public agencies. Act as a liaison with local agencies and Headquarters staff.
15%	E	Coordinate with Electrical Design, Electrical Construction and Field Maintenance for work with District State Forces to coordinate project strategies for contracted work.
10%	M	Participate in statewide committees and workshops. Work with Headquarters Maintenance, District Maintenance Engineer, Field Maintenance, and Maintenance Program Coordinators to plan and prioritize Minor Maintenance Projects.

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

Incumbent supervises various engineering classes, makes assignments to personnel, reviewing employee effort for sufficiency, quality and accuracy while maintaining schedules and meeting deadlines. Also, may supervise additional employees from various maintenance, administration, or other classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must retain a valid PE license, register as an electrical engineer, have a high degree of expertise in electrical engineering and must be able to analyze situations accurately and take effective action. Must have the ability to evaluate, prioritize, and schedule the workload to ensure timely completion.

The incumbent is expected to possess a broad knowledge of all phases of engineering and departmental operations and their inter-relationship to maintenance activities. This includes, but is not limited to, project management, planning processes, system planning, economic, financing environmental considerations, design and construction procedures, maintenance procedures and principles, and techniques of personnel management and supervision.

The incumbent is expected to have the ability to analyze situations accurately and adopt an effective course of action. The ability to develop correspondence, prepare reports and make effective presentations is essential.

The incumbent is expected to apply sound engineering judgment in assessing unusual or extraordinary problems and situations encountered in which standard procedures are not acceptable. This analytical ability is essential to a cost-effective approach to management of highway maintenance activities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The majority of the decisions made by the incumbent has minimal review and must be carefully thought out to assure that established policy and procedures are followed. Improper decisions could result in deadlines not being met and non-critical work being completed at the expense of necessary work, as well as adverse reaction from the general public and local and State officials.

Decisions can increase or decrease the Department's exposure to tort liability, as well as affect the cost and schedule of other maintenance projects, loss of funding allocations, additional work, loss of credibility in future dealings with others.

The incumbent may be required to explain and defend decisions in lawsuits or other legal actions against the State.

PUBLIC AND INTERNAL CONTACTS

Contact is made both in and out of the office with material vendors, product organizations, general public and local governmental agencies on a regular basis to discuss matters related to district maintenance operations. Internal contacts are made on a daily basis with maintenance field employees and employees of other Districts and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be prepared to work in the field in areas of high traffic. Duties include driving shoulders, without shadow vehicles, under live traffic. Must be prepared to meet deadlines for submitting plans and requests for information under stressful conditions, such as time constraints.

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The incumbent may be required to work outside of the normal working hours, including evenings, nights and weekends to accomplish the required tasks needed for successful projects.

WORK ENVIRONMENT

The incumbent will generally perform assignments in a climate-controlled office under artificial lighting. Incumbent will be required to travel and conduct field reviews outdoors and may be exposed to traffic, dirt, noise, uneven surfaces and extreme heat or cold. Telework is available for this position based on operational needs. 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 headquarterd location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

Reviewed and Approved for advertising:

SUPERVISOR (signature)

(print)

DATE

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

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