

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Design/ Office of Building Information Modeling for Infrastructure	
WORKING TITLE Chief, Office of Building Information Modeling for Infrastructure	POSITION NUMBER 913-200-3155-029	REVISION DATE 06/12/2025

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 Deputy Division Chief, Division of Design, the incumbent is responsible for planning, organizing, and managing the office to develop statewide policies, standards, procedures, and tools for implementing Building Information Modeling for Infrastructure (BIM4I) design practices for delivering digital 3-D models of existing, new, and improved highway assets for project delivery. The incumbent serves as single focal point for the Design Division on issues with digital design modeling procedures, processes, and tools. The incumbent represents the Design division and works in close partnership with executive and management level staff in Headquarters' divisions, programs, and Districts to develop a strategic approach and implementation plan to develop and deliver 3D highway assets models for project delivery. The incumbent is the Design Subject Matter Expert on digital 3D model based project delivery practices.

CORE COMPETENCIES:

As a Supervising Trans 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. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, People First, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Employee Excellence - Equity, Innovation, People First)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Equity, Integrity, People First, 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, Innovation, Integrity, People First, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, People First)
- **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, Equity, Integrity, People First)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Employee Excellence - Collaboration, Equity, Integrity, People First)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Oversees the development of statewide policy, procedures, standards, guidelines, training and tools relative to the deployment of Building Information Modeling for Infrastructure (BIMI) Design and related products. Supervises, organizes, and lead the office staff, and multi-disciplinary teams to develop statewide policies, standards, procedures, and tools for building and delivering digital 3-D models of existing, new, and improved highway assets, using Common Data Environment workflow, 3-D Visualization for project delivery practices and design contract documents for contractors. Sets up and implements demonstration programs to pilot various BIMI procedures, processes, and tools. Provides support and training to district and HQ Division staff. Develops performance measures to track, monitor, and report on the effectiveness and efficiency of the new BIMI practices and make continuous improvements to the procedures, processes, and tools to implement BIMI.
30%	E	Acts as single focal point for the Design Division on issues with digital design modeling procedures, processes, and tools. Works in close partnership with the BIM Program Director, executives and management level staff in Headquarters' divisions, programs, and Districts to develop a strategic approach and implementation plan to deliver 3D highway assets models for project delivery. Develops and deploys a communication plan for the initiatives.
20%	E	Represents the Design Division in committees and task forces that include but are not limited to Caltrans' executive management, California State Transportation Agency, American Association of State Highway and Transportation Officials (AASHTO) representatives, design consultants, and the construction contractors industry to work on implementing developing and delivering digital 3-D, 4-D, and 5-D models for construction and asset management uses. Works with Federal, State, regional and local agencies on issues related to 3D model based project delivery products and practices including digital 3-D highway asset models, common data environment platforms, 3-D visualizations, and collaboration models.
5%	M	Provides knowledge transfer by documenting Design best practices and lessons-learned; develops and delivers trainings to Caltrans' staff. Provide updates of the innovative initiatives to the sponsors and steering committees. Serves as assistant to Deputy Division Chief on special assignments as needed.

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

This position manages an office staff of several Senior Transportation Engineers and exercises supervision and guidance over staff who have been assigned to support and work on various BIM4I tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have thorough knowledge of Caltrans' organizational structure, departmental policies and procedures, and financial challenges. A broad knowledge of the department's Project Delivery Program, policies, procedures, standards, and applicable federal and state laws and regulations. A broad knowledge of the engineering software used in the Project Delivery Program. A detailed knowledge of organizational relationships and design functions, both internal and external, that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is desired.

Abilities and Analytical Requirements: Based on experience and expertise, must be able to act independently and exercise good, professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties. Ability to assess and leverage technology to build a robust foundation for model based project delivery processes. Must be creative and innovative, have the ability to examine existing processes and outcomes, identify deficiencies, and develop improvements to achieve program goals. In response to requests from Department executive management, Agency, and the California State Legislature, the incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources, evaluate input, develop alternative courses of actions, and make objective recommendations on all issues relating to accelerating project delivery. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. Must be effective in communication with top departmental management, industry representatives, Federal, State and local agencies, and the general public on issues involving transportation facilities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for independent action and decisions in all efforts relating to project delivery. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as a loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decision-making. Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public. Federal funding could be jeopardized if program requirements and/or commitments under the purview of this office are not met by the Department.

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PUBLIC AND INTERNAL CONTACTS

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts, Regions, and Headquarters personnel, management and executive staff. Contacts will involve formal and informal communications with Deputy Directors, Division Chiefs, senior managers and program staff.

Establishment of close contacts and working relationships with outside agencies and organizations is also essential.

Incumbent must effectively communicate with the general public, representatives of local, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies, such as, Department of Finance, Governor's Office, California State Transportation Agency, representatives of the State legislature, other transportation stakeholders, and industry representatives on complex transportation issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork to openly discuss issues and reach consensus. The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must be able to develop and maintain cooperative working relationships. Incumbent must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office and in a remote telework location under artificial lighting. The use of a laptop is essential. Travel to the districts and off-site meetings will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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 headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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