

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Division of Aeronautics	
WORKING TITLE Chief, Office of Technical Services and Programs	POSITION NUMBER 900-063-3161-001	REVISION DATE 03/13/2026

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 Division Chief, the Senior Transportation Engineer is responsible for varied and difficult transportation engineering work in the field or office involving the supervision of engineers and others engaged in transportation development activities. Act as Chief of the Office of Technical Services and Programs and the Department's primary expert and consultant on airport engineering matters.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- **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. (Employee Excellence - Innovation)
- **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. (Employee Excellence - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Pride)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Employee Excellence - Collaboration)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Pride)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	As the Chief of the Office of Technical Services and Programs, assign and review work, set priorities, monitor quality and evaluate performance of the Transportation Engineers and Associate Transportation Planners in the Office of Technical Services and Programs. Coordinate with other Office Chiefs to ensure that their activities are consistent with the functions and responsibilities of the Office.
20%	E	As the Department's primary expert and consultant on airport engineering matters, provide airport engineering consulting services to Division staff and airport sponsors. Develop, implement and maintain technical standards for the review and approval of plans and specifications for airport capital improvement project funded by the department's Acquisition and Development (A&D) grants and for inspecting and approving projects constructed with State funds.

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20%	E	Perform the tasks related to programming grants funded by the Aeronautics Account. Provide input to the Budgets Division for the Fund Estimate. Prepare the biennial Aeronautics Program for Projects selection and funding. Develop policies for the Annual Credit grants, A&D grants and State matching of federal Airport Improvement Program grants. Confer with State, federal, regional and local aviation representatives on funding issues and recommend solutions.
15%	E	Develop the biennial Capital Improvement Plan (CIP). Review projects in the CIP for engineering feasibility, adequacy of cost estimates and alignment to Department goals to improve safety, increase capability and enhance capacity. Maintain a system that provides information on the condition of airport pavements, which serves as a significant input to the CIP.
10%	E	Manage special projects as needed of the functions and responsibilities of the Office. Chair the Division Loan Committee to review and approve loan requests from airports. Respond to inquiries about the Airport Loan Program. Represent the Division's interests with the California Transportation Commission and its staff.
5%	M	Act for the Division Chief as needed. Perform other job-related duties within the scope of the classification as assigned.

<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**

Plan, organize, and assign activities to a professional staff in the Office of Technical and Services and Programs. Set standards, monitor, and evaluate job performance of Office staff. Act for the Division Chief as needed.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The ability to logically organize and present positions, identify problems, and formulate recommendations.

The ability to perceive the political and policy implications of proposed actions.

Ability to interpret and correctly apply State and Federal regulations,

Ability to interpret and correctly apply Caltrans, CTC, and FAA policies and procedures.

Demonstrated ability and initiative to work with a minimum of supervision and direction.

Ability to be proactive in problem solving.

Ability to be tactful and diplomatic in dealing with others. Ability to establish and maintain effective, cooperative relationships with individuals and organizations.

Ability to supervise a technical staff and provide that staff with effective leadership.

Ability to prepare work and communicate ideas, both orally and in writing, with a high degree of accuracy.

Ability to serve in a consulting capacity to federal, State, regional, and local agencies.

Ability to effectively communicate policies and goals of the Division before large audiences.

Knowledge of aviation and airport operations.

Knowledge of the principles, practices and methods of airport design and construction, including grading, drainage, paving, lighting, structures, facilities, and other general construction items.

Knowledge of the various technical phases of airport engineering work, including design, construction, and maintenance.

Knowledge of federal and State standard specifications, standard special provisions, and Advisory Circulars; the provisions of Federal aviation laws and regulations; and State laws, regulations and policies relating to public use airports.

Knowledge of personal computers and applications for word processing, spreadsheet, and databases and presentations.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for guidelines and policies relating to the Office of Technical Services and Program. Decisions must be consistent with Departmental policy and the authority vested in the position. Failure to ensure compliance with policies, granted authority and Department plans and processes could result in State funds being expended without the accrual of the required benefits to the State. Programs that are not developed and managed properly could result in additional unknown costs to the State through claims and legal actions.

**PUBLIC AND INTERNAL CONTACTS**

Personal contacts are made frequently with Aeronautics Division staff, regional planning agencies, airport proprietors, community groups, The Federal Aviation Administration representatives, Caltrans headquarters and district staff, and engineering consultants. Presentations in a public setting to the California Transportation Commission and other organizations are given several times each year.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Develop and maintain cooperative working relationships. Ensure employees are treated in a fair and equitable manner. The ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Develop new insights into situations and apply innovative solutions to make organizational improvements. Formulate effective strategies consistent with the Departments vision and goals. Create and sustain an organizational culture that encourages others to provide the quality of

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service essential to high performance.

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### WORK ENVIRONMENT

Employees may be required to travel frequently. Travel may be by Department-owned aircraft. The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. 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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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