

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D10 PJD / Engineering Services / PJD Support	
WORKING TITLE Branch Chief, D10 Project Development Support	POSITION NUMBER 910-207-3161-XXX	REVISION DATE 10/13/2025

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the D10 Engineering Services Office Chief, the incumbent will assist the District 10 Project Development (PJD) Office Chiefs and PJD Deputy District Director in: developing, analyzing and monitoring workload and resource allocation and distribution; analyzing and monitoring the D10 Design and Engineering Services office budgets; monitoring project scheduling. The incumbent will assist in developing and maintaining project priority lists for the various functional units within D10 PJD Division.

The incumbent will lead, coordinate, facilitate, and be responsible for administering the Design Architectural and Engineering (A&E) Program, the Value Analysis Program, Pacific Gas and Electric (PG&E) and other permit-related activities, Computer-Aided Drafting and Design (CADD) support, Building Information Modeling for Infrastructure (BIM4I) support, equipment coordination, the rotation program, hiring, purchasing, and other ad-hoc assignments or activities as needed.

Senior Transportation Engineer (Civil) requires registration as a professional engineer in the State of California.

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.

- **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. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Equity, Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

45%	E	Directs and supervises staff; plans, assigns, and reviews work; provides instruction and assistance; maintains discipline; makes decisions; and resolves complex technical and administrative issues related to managing the work of engineers and analysts. Provides technical coordination with project teams and consultants performing engineering work under contract with the Department. Supervises the preparation of various reports related to A&E contracts, project delivery status, and budget reports for transportation projects. Develops personnel requirements and monitors staffing levels to meet District 10 PJD project delivery commitments. Presents information to Caltrans staff and management, and prepares related correspondence and reports. Coordinates and facilitates the administration of the A&E Program, the Value Analysis Program, PG&E and other permit-related activities, CADD support, BIM4I support, equipment coordination, the rotation program, hiring, purchasing, and other ad-hoc PJD assignments or activities as needed.
25%	E	Provides ongoing feedback to employees through performance appraisals and takes timely action on disciplinary matters. Ensures that all staff are aware of and comply with the District's/Division's Letter of Expectations (LOE), as well as all Department policies and directives. Prepares Annual Performance Reviews (APRs) and Individual Development Plans (IDPs) for all employees, and works directly with them on training plans, career development, and equipment needs. Fosters a team-oriented and innovative work environment that promotes accountability. Maintains proper and timely project charging practices and ensures accountability for meeting project schedules and budgets. Serves as a communication link between staff and Executive Management.
10%	E	Coordinates and facilitates the administration of the Design A&E program. Serves as the Single Focal Point and assists Design Managers and Functional Unit Managers with the preparation of A&E contracts and task orders. Identifies District 10 PJD A&E contract needs and candidate projects for outsourcing. Monitors the progress of contract and task order preparation and completion, and provides guidance to Design Managers and Functional Units.
10%	E	Provides early warnings on delivery and resource issues that require management involvement and works toward resolution. Conducts quality audits on projects and project delivery processes within District 10 PJD. Negotiates resource allocations for the Capital Outlay Support (COS) and Non-COS programs. Analyzes and monitors Engineering Services and Design Office budgets, workload, resource allocation and distribution, and scheduling for the various functional units within District 10 PJD.
10%	M	Assists in developing and maintaining project priority lists for the various offices and functional units within District 10 PJD. Provides input on District training needs and participates in both formal and informal training. Participates in internal and external teams, committees, presentations, and events. Serves as a liaison with Headquarters staff and represents the District on statewide, District, and ad-hoc committees, including those with other State agencies. Serves as the focal point for the Transportation Civil Engineer rotation program. Coordinates the hiring of student assistants and volunteers for District 10 PJD.

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

The Senior Transportation Engineer supervises engineers and other professional staff. In this role, the incumbent exercises independent judgment in making management and engineering decisions. The incumbent is responsible for providing career development, conducting performance appraisals, recommending merit salary adjustments, and taking timely action on disciplinary matters.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have thorough knowledge of the Caltrans project development process, transportation economics, budgeting, and financing. The incumbent should be able to identify potential resource and delivery issues and recommend effective solutions. A general knowledge of Value Analysis, A&E contracts, project development deliverables, requirements, processes, and scheduling is required, along with familiarity with budgeting, computer systems, and databases.

The incumbent must be able to plan, organize, compile, and analyze data; make sound recommendations; establish work priorities; and communicate effectively, both verbally and in writing. The position requires the ability to work independently and collaboratively with others, analyze situations accurately, take effective action, formulate and delegate solutions to complex engineering problems, review engineering plans, prepare clear and concise technical reports, assess resource needs, and evaluate priorities to ensure timely project delivery.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer in the State of California and is responsible for decisions related to the

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

proper application of design standards and project development policies. The incumbent provides guidance on project development to ensure that assigned projects are delivered on schedule and within budget, while maintaining design quality and accurate charging practices.

Poor decisions or actions may result in significant consequences, including non-delivery of required deliverables; inappropriate commitment of Department resources; increased costs for planning, design, maintenance, and construction; reduced capacity for the District to provide other services; and the development of incomplete or inaccurate information and reports. Reports and recommendations prepared by the incumbent have a direct impact on individual project delivery and collectively influence all project development activities within the District.

Providing inaccurate, incomplete, or untimely information could jeopardize project and program delivery and damage Caltrans' credibility with the Commission, local agencies, and the public. The incumbent, under direction, is responsible for performing assigned duties on schedule. Failure to meet schedules could result in misinterpretation of data, loss of time and resources, and ineffective use of funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain strong working relationships with project managers, functional managers, and Division management throughout the District. Coordination with Executive Management and other District Divisions is essential. The incumbent will also maintain contact with the other districts, departments, external agencies, consultants, and the public through formal and informal meetings, presentations, and written correspondence.

The incumbent must maintain effective working relationships with District and Headquarters Information Technology staff and work collaboratively with District Design and Program/Project Management units to coordinate various project assignments and workload activities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Sit for long periods using a keyboard, mouse, and video display terminal.
- Perform activities such as walking, climbing stairs, twisting, stretching, bending, stooping, kneeling, and lifting or carrying light objects without causing injury (e.g., books, binders, plan sheets, boxes of plotter or printer paper).
- Travel to project sites and meetings as required.
- Work additional hours and accommodate restricted vacation periods during peak workloads or fiscal year-end closing.

Mental Requirements:

- Grasp new technical and business information and master new knowledge efficiently.
- Simultaneously manage multiple assignments and meet deadlines in a dynamic, frequently changing work environment.
- Evaluate and interpret critical calculations, data, and other materials requiring sustained concentration and focus.
- Operate effectively in noisy or occasionally distracting work environments.

Emotional Requirements:

- Handle all contacts in a calm, professional, and respectful manner.
 - Resolve emotionally charged issues reasonably and diplomatically.
 - Develop and maintain cooperative working relationships individually and within team environments.
 - Respond appropriately to difficult or high-pressure situations.
 - Be receptive to change, new information, and new situations.
-

WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office environment, typically within a cubicle or workstation, under natural and artificial lighting. They are responsible for maintaining a clean and organized work area, ensuring project files are accessible, and monitoring staff conduct and noise levels to avoid disrupting work. The incumbent may be required to travel on one-day or overnight trips as needed.

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, as determined by the Department. The selected candidate may be required to travel to the headquarterd location. All expenses to travel to the headquarterd location will be the responsibility of the selected candidate.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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.)

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