

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Headquarters/Maintenance	
WORKING TITLE Zero-Emission Vehicle Infrastructure (ZEV) Program Manager	POSITION NUMBER 913-600-3155-XXX	REVISION DATE 01/03/2025

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 Zero-Emission Vehicle Infrastructure (ZEV) Program Director, a Principal Transportation Engineer, the ZEV Program Manager will have overall responsibility for the oversight and management of delivering statewide ZEV initiatives, including planning, deploying, and maintaining Level 3 (DC/Fast Charging) electric vehicle chargers to support the Department's fleet electrification goals. The incumbent will guide project teams in implementing ZEV projects, ensuring timely delivery within established scope, schedule, and budget parameters.

The ZEV Program Manager provides strategic leadership and technical expertise to multi-functional teams, including the Division of Equipment, Caltrans districts, and utility partners. The incumbent identifies and resolves critical issues affecting program delivery and advises the ZEV Program Director and the Division Chief of Maintenance on program milestones, challenges, and solutions. This position is accountable for aligning ZEV program goals with Caltrans' 10-year plan to replace its vehicle fleet with zero-emission vehicles and achieve climate sustainability targets.

The incumbent represents the ZEV Program Director in discussions with internal and external stakeholders, including regulatory agencies, utility providers, and other state agencies, fostering partnerships that advance the program's objectives. The position is integral to delivering the Department's commitment to reducing greenhouse gas emissions and achieving a sustainable, zero-emission future for California's transportation system.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Lead Climate Action - Engagement, Integrity)
- **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. (Cultivate Excellence - Equity, 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. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - 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, Lead Climate Action - Equity, Innovation)
- **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 First, Lead Climate Action - Engagement, Equity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Program Development, Oversight, and Strategic Planning: - Lead the planning, development, and implementation of Caltrans' ZEV Program to support the statewide transition to a zero-emission vehicle fleet. - Develop and oversee strategic plans, policies, and guidelines to facilitate the installation and maintenance of Level 3 (DC Fast Charging) EV chargers at Caltrans facilities statewide. - Manage and monitor the ZEV Program budget, including fiscal planning, expenditure tracking, and resource allocation to meet program goals and deadlines. - Coordinate with the Division of Equipment, Caltrans districts, utility partners, and other stakeholders to identify and prioritize locations for EV charger installations. - Ensure program alignment with state policies and mandates, including executive orders and California's climate action goals.
25%	E	Stakeholder Engagement and Partnership Development: - Collaborate with internal and external stakeholders, including state agencies, utility companies, local governments, and private partners, to advance the ZEV Program objectives. - Represent Caltrans in inter-agency meetings, task forces, and public forums to advocate for and promote the department's zero-emission goals. - Foster partnerships with utility companies and equipment vendors to expedite the procurement and deployment of EV charging infrastructure. - Develop and deliver presentations, briefings, and reports to Caltrans executive management and stakeholders to communicate program progress and key milestones.
15%	E	Technical Oversight and Project Management: - Provide technical guidance and oversight to ensure the proper design, installation, and operation of EV chargers at Caltrans facilities. - Manage and oversee the deployment of mobile and permanent Level 3 EV chargers, ensuring compliance with engineering standards and safety regulations. - Identify and mitigate risks associated with project delivery, including site-specific challenges and utility interconnection issues.
10%	M	- Perform other duties as required, including contributing to statewide transportation initiatives. - Stay informed of emerging trends and technologies in zero-emission vehicle infrastructure to ensure Caltrans remains a leader in sustainable transportation solutions.

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 ZEV Program Manager provides guidance to multi-functional teams to implement the ZEV Program. The incumbent oversees work assignments, provides technical expertise, and ensures the professional development of team members.

The incumbent plays a critical leadership role in creating a supportive and collaborative work environment, promoting innovation, and encouraging a results-oriented approach to achieving program objectives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge Requirements:

- Comprehensive knowledge of transportation engineering principles, practices, and standards, with an emphasis on zero-emission vehicle infrastructure planning, design, and deployment.
- Thorough understanding of Level 3 (DC Fast Charging) and Level 2 electric vehicle (EV) charging technologies, including equipment specifications, utility interconnection requirements, and safety standards.
- Familiarity with California's sustainability policies, executive orders, and regulatory frameworks related to zero-emission vehicles and infrastructure development.
- Knowledge of Caltrans project delivery processes, incl. budget management, resource allocation, and stakeholder coordination.
- Awareness of utility incentive programs, such as Rule 29 and how they integrate with infrastructure projects.
- Understanding of the operational needs of public sector vehicle fleets and maintenance facilities, particularly regarding zero-emission vehicle transition.

Abilities Requirements:

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

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- Ability to lead and manage multidisciplinary teams to deliver complex infrastructure projects within established scope, schedule, and budget parameters.
 - Strong communication skills to effectively engage with internal and external stakeholders, including state and federal agencies, utility providers, and industry partners.
 - Ability to interpret and apply policies, procedures, and regulations to ensure program compliance with state mandates.
 - Capacity to analyze engineering, financial, and logistical data to develop innovative solutions for ZEV challenges.
 - Demonstrated skill in fostering collaboration among diverse teams to achieve common goals and address challenges.
 - Ability to prepare detailed reports, presentations, and briefings for Caltrans executive management and external stakeholders.
 - Strong organizational skills to manage multiple projects and priorities in a fast-paced environment.

Analytical Requirements:

- Expertise in identifying program risks and implementing mitigation strategies to ensure timely and successful project delivery.
- Proficiency in analyzing utility capacity, site readiness, and infrastructure needs to inform project planning and execution.
- Skill in monitoring program performance metrics and adjusting strategies to optimize outcomes.
- Competence in resolving complex technical and operational issues through collaboration and innovative thinking.

The incumbent must apply their knowledge, abilities, and analytical skills to advance the ZEV Program's objectives and ensure alignment with California's sustainability and electrification goals.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The ZEV Program Manager holds a critical leadership role with significant responsibility for decisions that directly impact the successful delivery of the ZEV Program. The incumbent's decisions influence the effectiveness, efficiency, and compliance of statewide efforts to deploy EV chargers across Caltrans facilities. Key responsibilities and potential consequences of error include:

Responsibility for Decisions:

- Developing and implementing strategic plans, policies, and procedures for the ZEV Program.
- Coordinating with utility providers, Caltrans districts, and external stakeholders to resolve challenges related to site readiness, utility interconnections, and equipment deployment.
- Leading a multidisciplinary team, providing guidance to ensure quality deliverables, and addressing performance or compliance issues promptly.

Failure to meet commitments as prescribed by Federal, State and local mandates could result in loss of funding and damage to the Department of Transportation's credibility. Not considering all factors could lead to inconsistent or inappropriate decisions affecting safety, traffic, operations, could result in economic losses to the State and highway users, and could negatively impact the population of California. Errors or ineffective decisions on the part of this position could expose Caltrans to criticism and seriously restrict the operating capability and flexibility of the ZEV Program.

PUBLIC AND INTERNAL CONTACTS

The ZEV Program Manager routinely interacts with a wide range of internal and external stakeholders to ensure the successful implementation of the ZEV Program. The position requires effective communication, collaboration, and relationship-building to advance program goals, resolve challenges, and align efforts with statewide objectives. Key contacts include:

Internal Contacts:

- Caltrans Leadership: Regularly briefs the ZEV Program Director, Division Chief of Maintenance, and other executive management on program progress, risks, and outcomes.
- District Staff: Collaborates with district maintenance, engineering, and administrative teams to coordinate the planning, deployment, and maintenance of EV charging infrastructure.
- Division of Equipment: Engages with Division of Equipment staff to align infrastructure needs with fleet electrification goals and ensure compatibility with equipment specifications.
- Other Headquarters Divisions: Coordinates with divisions such as Project Delivery, Sustainability, Environmental Analysis, and Right-of-Way to ensure program alignment and address cross-cutting issues.

External Contacts:

- Utility Providers: Partners with utility companies (e.g., PG&E and SoCal Edison) to facilitate site-specific utility upgrades, negotiate interconnection agreements, and participate in incentive programs (e.g., Rule 29, Charge Ready).
- Interfaces with the California Public Utilities Commission (CPUC) and California Energy Commission (CEC) to ensure compliance with regulations and alignment with statewide sustainability initiatives.

The ZEV Program Manager's ability to foster productive relationships and maintain clear, consistent communication is essential to advancing Caltrans' zero-emission vehicle goals and ensuring program success.

ADA Notice

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work in a high-pressure and fast-paced environment while simultaneously maintaining strong communication and close interpersonal relationships. Ability to develop and lead strong teams, leverage resources, respond to difficult situations, recognize emotional and politically charged issues, and acknowledge various perspectives.

Strong emotional intelligence required to develop and maintain productive working relationships; respond appropriately to multiple workload requests and conflicting deadlines.

Sustained mental activity for writing, editing, reviewing, collaborating, problem solving, conducting analysis and related tasks. 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; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; and demonstrate a sense of responsibility and commitment to public service.

The incumbent may be required to sit for long periods of time, using a computer, keyboard, video, engaging in meetings, writing and reviewing documents.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments including a teleworking environment. In the office setting, incumbent must be able to stand or sit for prolonged periods of time. Incumbent will be exposed to artificial lighting in a climate controlled area. Intermittent travel throughout the state may be required to meet with internal and external stakeholders. Incumbent must be able to travel using a car and/or public transportation and/or commercial transportation.

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
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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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