

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Division of Design / BIM4I	
WORKING TITLE Building Information Modeling for Infrastructure (BIM4I) Spec.	POSITION NUMBER 913-330-3161-012	REVISION DATE 01/27/2026

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 Chief, Office of Building Information Modeling for Infrastructure (BIM4I), a Supervising Transportation Engineer, the incumbent is responsible for coordinating, developing, supporting, training, and implementing engineering innovations and enhancements of engineering Computer Aided Design and Drafting (CADD) applications and BIM4I related software for the BIM4I program in Caltrans.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - 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 - Collaboration, Innovation, Integrity, Stewardship)
- **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 - Collaboration, Innovation, Integrity, 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 - Collaboration, Innovation, Integrity, Stewardship)
- **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. (Safety, Employee Excellence - Innovation, Integrity, 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, Employee Excellence - Innovation, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Innovation, Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Under the direction of the BIM4I-Design Office Chief, the incumbent will assist in organizing, coordinating, leading, and participating in work groups, workshops, and committees to support the development of the departments BIM4I program. The incumbent will document existing engineering business practices and compile potential improvements to support the BIM4I program and the statewide Project Delivery Program. Perform research to identify software products or systems used by other Department's of Transportation, Federal Highway Administration (FHWA), and other agencies throughout the nation to accomplish similar functionality. Coordinate the evaluation, processes, and testing of software and engineering applications with district and headquarters engineering support staff. Work with District BIM4I coordinators/liaisons, HQ-BIM4I Project Management, HQ-CADD, and other HQ offices to coordinate efforts in development of BIM4I program workflows, policies, standards, procedures, documents, and guidances.
30%	E	Provide support, coordination, and recommendations to Headquarters (HQ) and district functional units in the implementation and development of BIM4I pilot projects. Collect, monitor, track, create status reports, and assist HQ/District staff on BIM4I pilot project's to gather information on successes, needed improvements to procedures, and recommended process changes. Test existing design CADD software (Civil3D & MicroStation) and new BIM4I related software to develop resources, provide admin support, improve CADD workflows and processes for roadway design staff. Collaborate with software vendors to solve software issues, recommend improvements to tools, and suggest new features that would help improve the department's delivery of BIM4I projects.
30%	E	Develop manuals, documents, videos, and short guides to support roadway design staff for developing their BIM4I related deliverables. Prepare, assist, and coordinate with DPAC and Legal to develop IT, non-IT, and/or service contracts for procurement of software, hardware, or service needs. Work with IT to have new software approved and added to the IT standards list.
10%	M	Provide training and support for various engineering tools and applications.

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

None. Works closely with District BIM4I Coordinators, HQ-BIM4I Project Management, HQ-CADD, and other HQ offices to coordinate the development and implementation of BIM4I Program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.
- Knowledge of the Department's goals and objectives, organization and policies and procedures.
- Knowledge of the Project Delivery process.
- Knowledge in engineering use of Caltrans Roadway Design and Drafting software and be knowledgeable in Caltrans' engineering-related processes.
- Knowledge of Caltrans CADD system.
- Knowledge of interrelations between engineering functions including Photogrammetry, Surveys, Planning, Design, Structures Design, Structures Architecture, Right of Way engineering, Office Engineer, and Construction.
- Ability to use good judgment based on engineering experience for analyses of engineering CADD application needs and adopt an effective course of action.
- Ability to effectively coordinate between engineering computer users and Information Technology.
- Ability to work with others, make effective presentations, prepare reports, and speak and write effectively.
- Ability to perform administrative tasks.
- Ability to review policy documents as related to Project Delivery process.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of bad judgment or decisions will be decreased productivity due to wasted effort, inaccurate or out-of-date information. These decisions have a significant impact on the ability of the Department to meet its program goals. Error can result in unnecessary expenditures for equipment and software or delay the implementation of the BIM4I initiative, and thus will decrease productivity of engineering unit, delayed project delivery, and additional cost to Caltrans to produce projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to maintain contact with District and Headquarters engineering functions and with non-engineering functions such as Information Technology, as necessary to accomplish activities and duties of the position. Contact with other states, government agencies, FHWA, and consulting engineers regarding problems and development needs for applications and software will be required.

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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 under artificial lighting. The use of a laptop computer 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.

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)

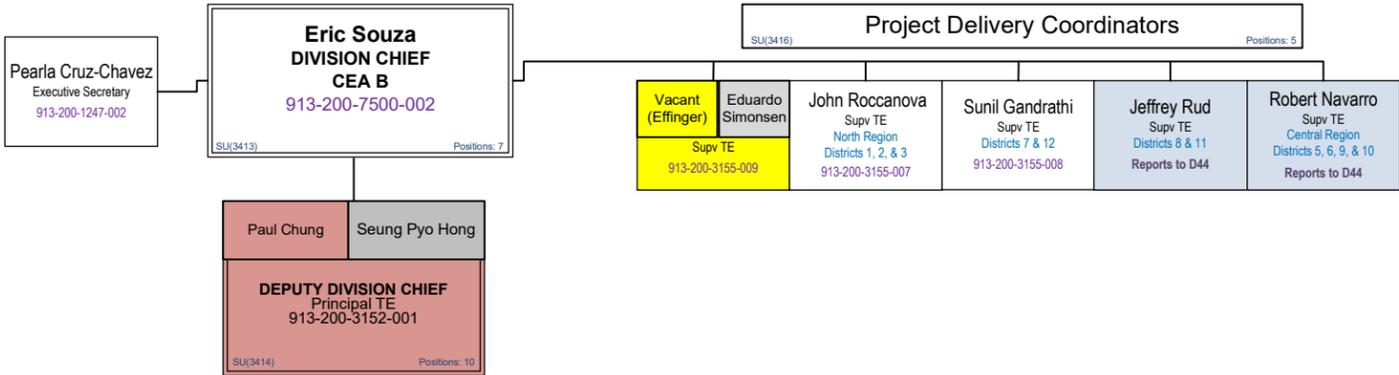
DATE

D53 Division of Design – Design Engineering Program

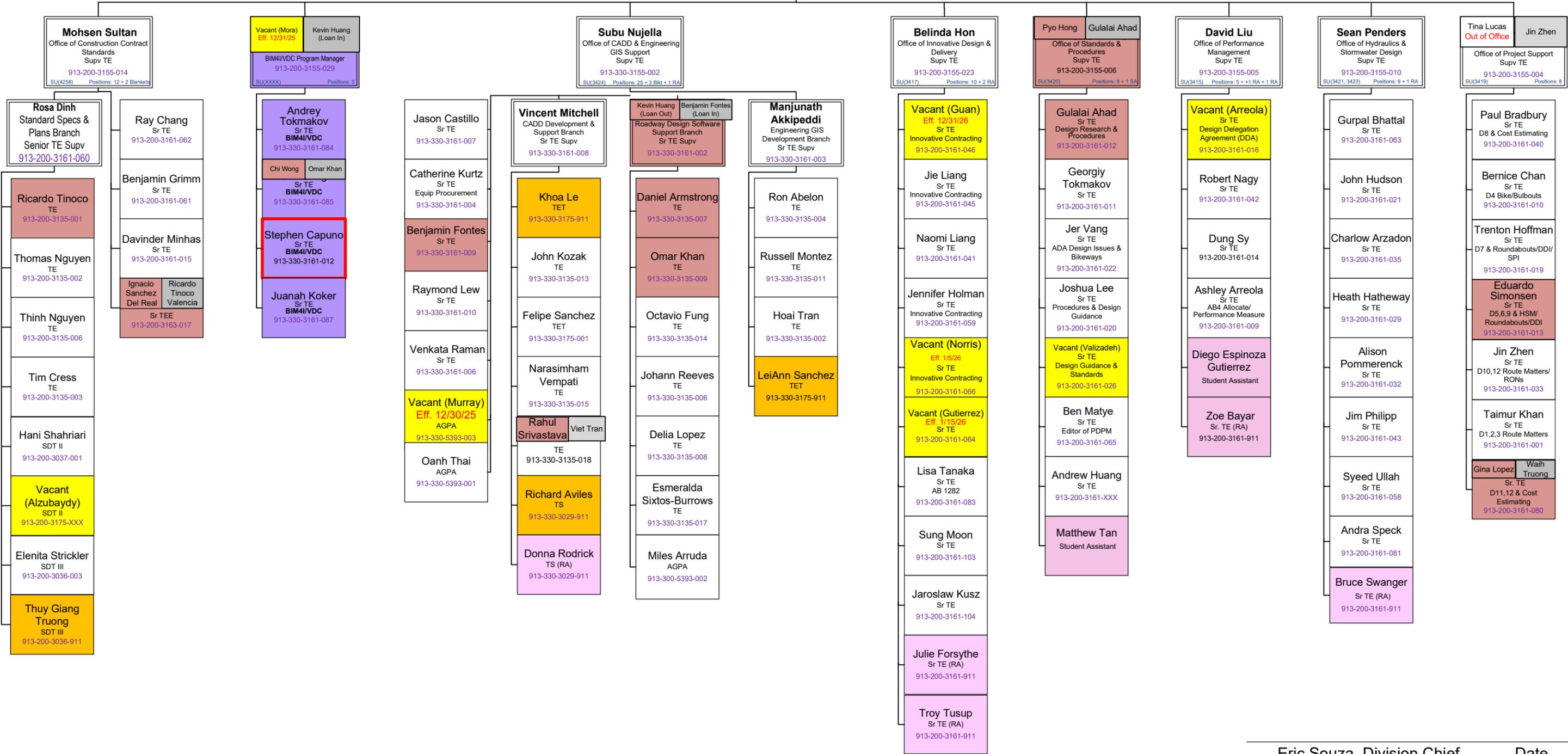
Legend (Entire Division)

Authorized Positions: 139
Authorized Vacant: 15
Blanket Positions: 7
Blanket Vacant: 0
POBE: 141

Loan In: 16
Loan Out: 17
Vacant: 15
Blanket: 7
Retired Annuitant/Student Assistant: 17
PM Employee/Position: 2
Middle-Mile Broadband Initiative: 11
Building Information Modeling for Infrastructure: 5
PDPD: 5

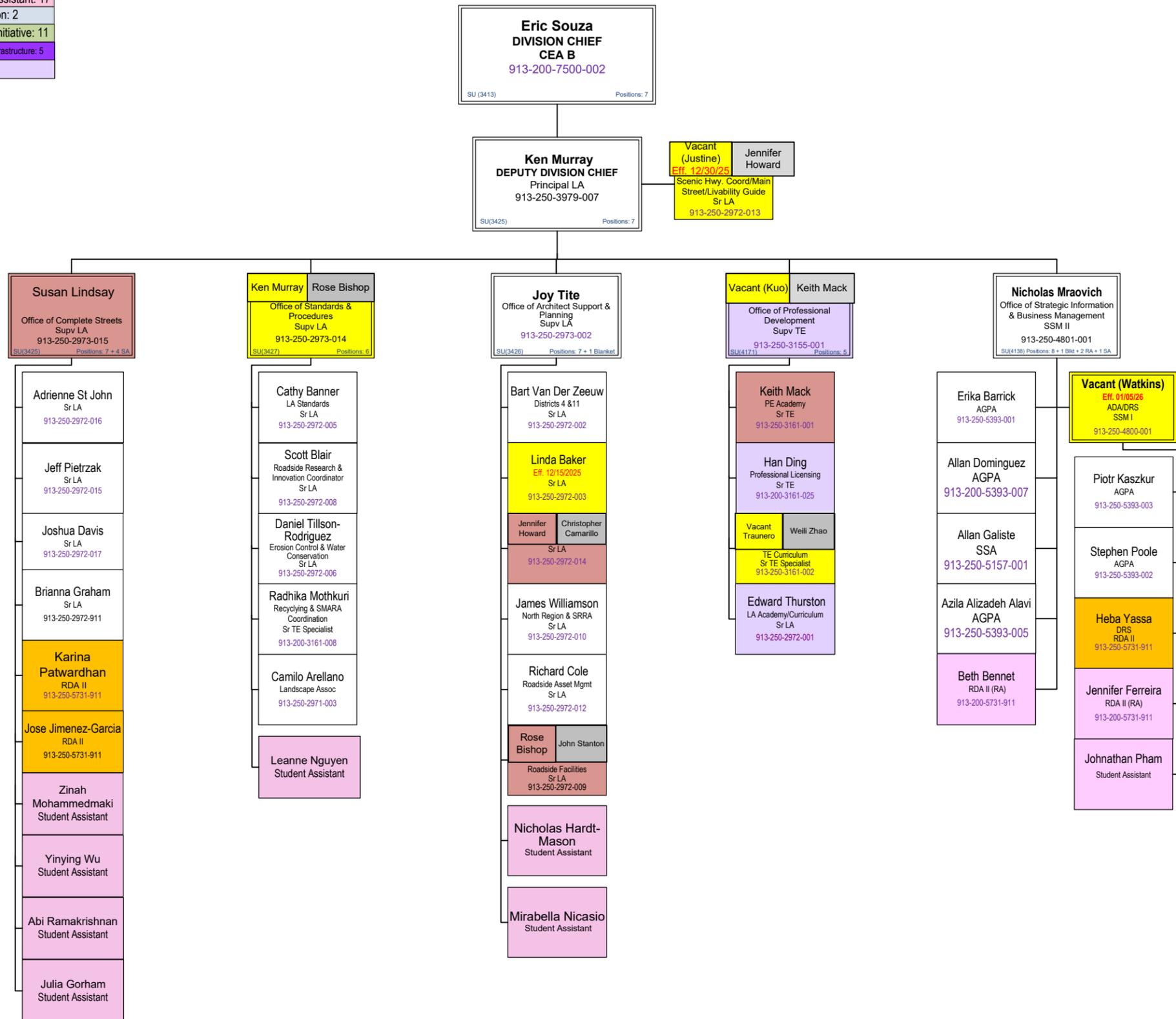


CURRENT



Division of Design – Landscape Architecture Program

Legend (Entire Division)	
Authorized Positions: 139 Authorized Vacant: 15 Blanket Positions: 7 Blanket Vacant: 0 POBE: 141	Loan In: 16
	Loan Out: 17
	Vacant: 15
	Blanket: 7
	Retired Annuitant/Student Assistant: 17
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	Middle-Mile Broadband Initiative: 11
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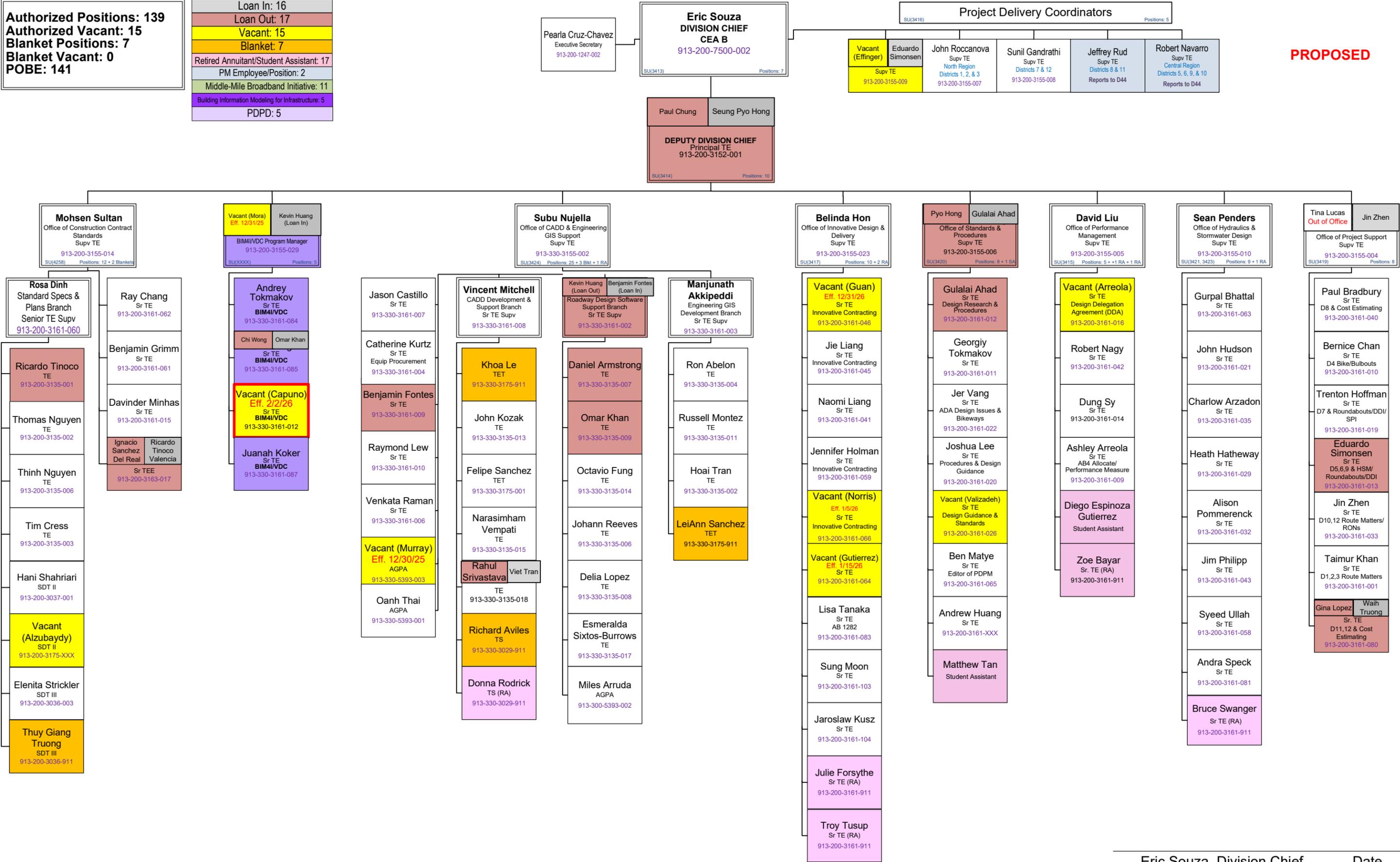
D53 Division of Design – Design Engineering Program

PROPOSED

Legend (Entire Division)

Authorized Positions: 139
Authorized Vacant: 15
Blanket Positions: 7
Blanket Vacant: 0
POBE: 141

Loan In: 16
Loan Out: 17
Vacant: 15
Blanket: 7
Retired Annuitant/Student Assistant: 17
PM Employee/Position: 2
Middle-Mile Broadband Initiative: 11
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PDPD: 5

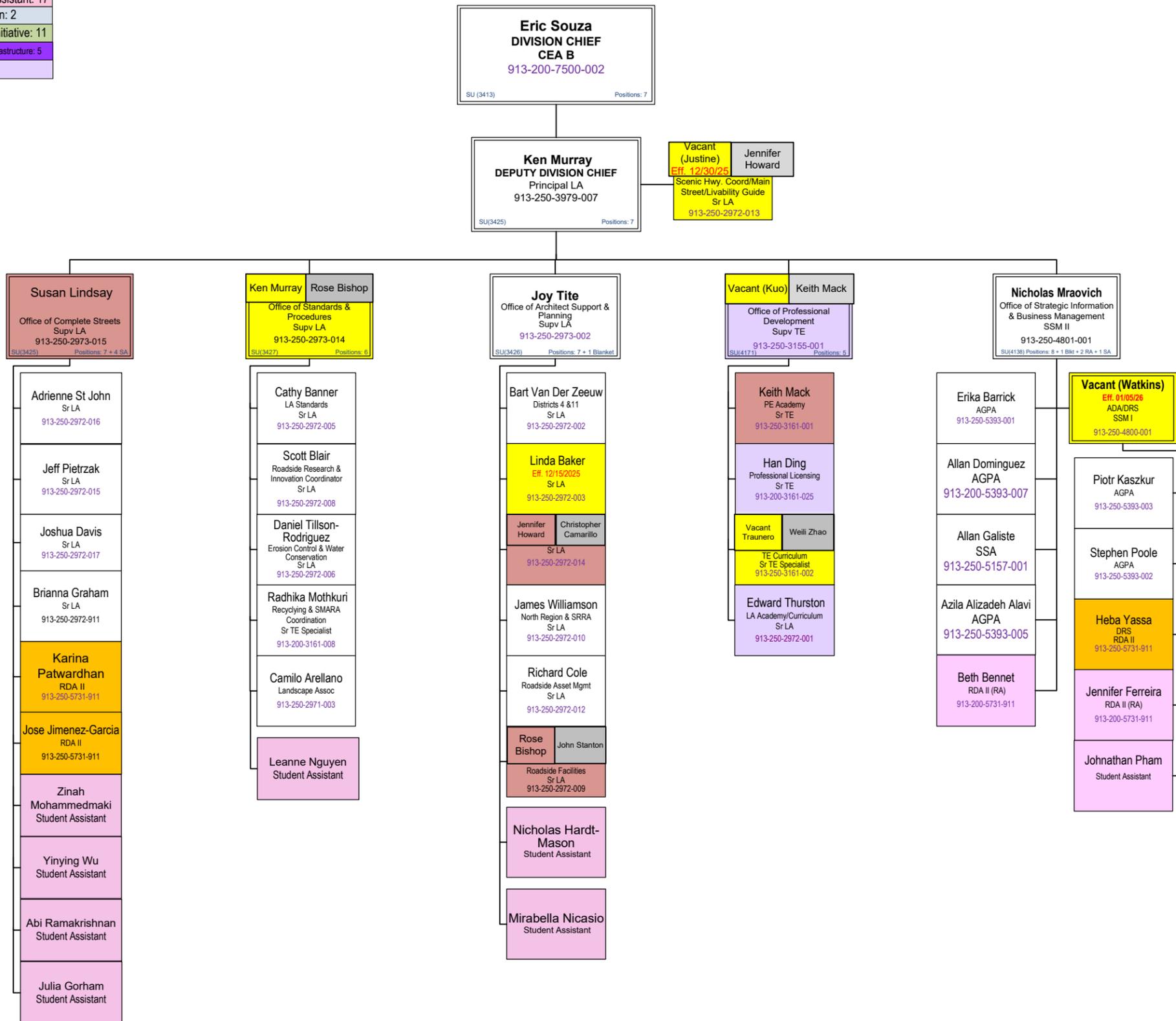


Division of Design – Landscape Architecture Program

Legend (Entire Division)

Authorized Positions: 139
Authorized Vacant: 15
Blanket Positions: 7
Blanket Vacant: 0
POBE: 141

Loan In: 16
Loan Out: 17
Vacant: 15
Blanket: 7
Retired Annuitant/Student Assistant: 17
PM Employee/Position: 2
Middle-Mile Broadband Initiative: 11
Building Information Modeling for Infrastructure: 5
PDPD: 5



53-26-XXXX Sr. Transportation Engineer

Final Audit Report

2026-02-23

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Status:	Signed
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