

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION District 56/Division of Maintenance	
WORKING TITLE Deputy Division Chief, Caltrans Emergency Services	POSITION NUMBER 913-600-3152-003	REVISION DATE 10/06/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

The Division of Maintenance protects public safety and preserves California's Highways by maintaining and repairing the State Highway System. Under the general direction of the Chief, Division of Maintenance (CEA B), the incumbent is responsible for managing the division's emergency operations, emergency plans and preparedness, natural resource management, radio communications and disaster reimbursement. Responsibilities include: establishing policy and guidance consistent with Federal law, State law and Departmental policy; directing activities necessary to implement the Caltrans Strategic Management Plan, the Maintenance Strategic Management Plan and Business Plans, establishing and managing the Program's statewide workload, production and performance in accordance with the Division's priorities, Caltrans' policies and plans, and available resources.

CORE COMPETENCIES:

As a Principal Trans Eng, 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. (Safety, Climate Action, Prosperity - Innovation, Integrity)
- **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. (Prosperity - Equity)
- **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, Climate Action, Prosperity - Innovation, Integrity)
- **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, Climate Action, Prosperity - Collaboration, Innovation, Integrity)
- **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, Integrity)
- **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)
- **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. (Safety, Climate Action, Prosperity - Collaboration, Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

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

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50%	E	<p>Plan, organize, lead and support the statewide Maintenance Program activities that include: oversee the management of the Office of Emergency Operations and Recovery, including the Department Operations Center, oversees the management of the office of Emergency Plans and Preparedness, oversees the Office of Natural Resource Management, oversees the office of Radio Communications and infrastructure for the department, oversees the management of the office of Support and Disaster Reimbursement and coordinates District technical assistance.</p> <p>Respond to requests from Cal OES to support emergency response and recovery operations, as well as support and/or staff miscellaneous task forces that may be activated by Cal OES. Participate in external coordination meetings or work groups as directed by Cal OES. Help delineate boundaries between field maintenance activities and emergency management roles directed to the Department by internal and external partners. Funding immediate major restoration of damaged transportation infrastructure through Director Orders. Coordinating responses and training of multiple emergency responders within the Department. Overseeing the management of the Highway Maintenance Roadside Program (HM 2).</p>
25%	E	<p>Represent the Division at meetings including the State Operations Center and the Unified Coordination Group, as directed by CalSTA or the Director's Office. Represent the Department in committees or public forums in relation to maintenance matters at the division, department, state and national levels. Reviews, analyzes, recommends, and develops guidance regarding Maintenance Program policy and procedures. Works collaboratively to develop and implement the Maintenance Program strategies to achieve division priorities from the Department's Strategic Management Plan, the Maintenance Strategic Management and Business Plans and other business and program master plans. Provides direction to staff on performance management tools and processes, and routinely provides performance reports to the Division Chief, the Deputy Director of Maintenance and Operations and others.</p>
10%	E	<p>Develops and implements statewide activities involved in the development of the State Highway System Management Plan (SHSMP) vegetation management, protective betterment, major damage restorations, and infrastructure needs. Develop and implement the Division's strategic, business and operational plan consistent with the Department's goals, strategic objectives, strategies and performance measures.</p>
10%	E	<p>Provides direct supervision to office chiefs, promotes Inter-office coordination, issue resolution and strategic planning. In the absence of the Division Chief, serve in that capacity assuming all responsibilities including Duty Officer.</p>
5%	M	<p>Directs and develops technical reports, studies and proposals.</p>

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 incumbent supervises and provides direction and leadership to Supervising Transportation Engineer, Supervising Landscape Architect, Supervising Telecom Engineer, and Staff Service Manager I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers is required.

Must be knowledgeable of the Department's mission, vision, goals, objectives and values; laws, rules and policies of the State of California and the federal government. Must have broad administrative abilities to manage a large, complex, state government organization. Must be able to communicate effectively both in writing and orally on a wide variety of complex issues affecting the Department. Must have the ability to perform effectively, with tact and professionalism, at all times, including under stressful situations and inflexible timelines. Must have a thorough knowledge of maintenance operations and highway transportation engineering, plus thorough knowledge of highway financing used in the State of California. Must have a working understanding of the principles of emergency management as they apply to Caltrans.

Incumbent must be able to plan and direct the work of others; be able to relate to all levels of Caltrans management, be able to resolve conflicts, be able to motivate staff and individuals in other functional areas and the districts; and have demonstrated administrative ability. He/she must be able to manage sensitive and confidential information.

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Requires an advanced ability to analyze data and situations accurately and adopt an effective course of action; to prepare complicated and comprehensive reports and correspondence; and to address a large audience effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Deputy Division Chief is responsible for ensuring the Maintenance Program engineering and planning activities to consistently promote Caltrans' and Division goals and objectives throughout the State of California. His/her decisions have a significant impact on Caltrans' ability to meet its objectives and maintain a viable operating organization. Errors can result in unnecessary program and project delivery delays. Furthermore, failure to deliver may result in Caltrans' loss of credibility and funding, added costs, and risks to public and employee safety.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to maintain frequent contact and effective relationships with district, headquarters functions and various federal, state, city, county and local agency representatives on matters impacting Caltrans and the Maintenance Program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The workload is subject to substantial and unexpected changes within a short time period that requires the ability to quickly adapt behavior and work methods in response to new information, priorities, and unexpected obstacles while maintaining effective reasoning. The incumbent is required to effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent will be required to travel in state and possibly out-of-state. On rare occasions, the incumbent may be required to travel to field sites that may have uneven terrain. Work on nights, weekends and holidays occurs based on the needs of an emergency incident.

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