

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE<br>Senior Transportation Engineer, CT       | OFFICE/BRANCH/SECTION<br>Office of Maintenance Engineering |
| WORKING TITLE<br>Senior Transportation Engineer CT (Supervisory) | POSITION NUMBER<br>903-600-3161-xxx                        |
|  | REVISION DATE<br>07/23/2025                                |

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 Office Chief, Maintenance Engineering, a Supervising Transportation Engineer, the incumbent will have a varied transportation engineering work assignment involving the supervision of civil engineers and others engaged in the planning and development of maintenance projects and directing of the work assigned to the Maintenance Engineering support staff and the culvert inspection crew. Duties include the District Program Advisor for the State Highway Operations and Protection Program (SHOPP) 130, 131, 150, Highway Maintenance (HM)-2, and (HM)-4. Provide technical consulting to District Field Maintenance staff on a wide range of issues and circumstances and work and consult with a wide range of DES and HQ Maintenance staff. Responsible for the coordination, response and development of emergency projects immediately after a qualifying event. For non-emergency projects, the incumbent is responsible for project initiation, securing funding, project development and ensuring delivery of all assigned projects within scope, cost, schedule, and resources. The incumbent will also support the HM workplan and Ten-Year SHOPP plan. The incumbent is required to perform various transportation engineering tasks by understanding and applying Caltrans standards, manuals, guidelines, policies, directives and computer applications. As these duties necessitate, frequent trips to the field for inspection and assessment will be required. Incumbent must possess and maintain a valid certificate of registration as a Civil Engineer in California. Possession of a valid Class C California Drivers License is required.

**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.

- **Flexibility and Managing Uncertainty:** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety - Collaboration, Innovation, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity, Stewardship)
- **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. (Equity - People First, 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, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Collaboration, Innovation, Stewardship)
- **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. (Equity, Prosperity - People First, 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 - Integrity, People First, Pride, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Prosperity - Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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| 50% | E | Project Manager for all District Director's Orders and is responsible for ensuring the delivery of all assigned projects within scope, cost, schedule, and resources. Program Advisor for the SHOPP 201.130 & 201.131 Major Damage programs. Responds to and manages recovery from emergency events. This includes field damage assessment, recommendations for roadway repair scope and cost estimates; selecting the best contractual method to prosecute the repair; documents and initiates project approvals; and facilitates contract documents required to deliver emergency projects. Coordinates with project delivery teams during project development to ensure project needs are addressed. Coordinates with Construction Division who is responsible for administration of emergency contracts. Field review of construction projects to ensure adherence to approved scope of work. Coordinates with FHWA, FEMA, and HQ staffs and produces documentation to maximize the Department's eligibility for federal disaster relief funding. Coordinates with District Project Control and Project Management and manages project resources utilizing Advantage, PRSM, EFIS and other Caltrans Project Management, Budget and Accounting programs. Maintains project status information required for managing resources and for reporting purposes |
| 20% | E | Program Advisor for the District's SHOPP 201.150 Protective Betterments, HM-2 Roadside, and HM-4 Traffic Programs. Direct staff in the development and maintains a prioritized inventory of District needs and projects for these programs. Assist and provide guidance to Maintenance Design in preparing plans, specifications and estimates for contracts. Responsible for overseeing the development the District's HM-233 and HM-251 workplan for these programs.  |
| 20% | E | Coordinate with and provide technical assistance to field maintenance and other functional units by providing maintenance and repair strategies for various roadway problems. Responds to Maintenance, Customer Service Requests, and other inquiries from various functions to make assessments, identify solutions and provide technical assistance.  |
| 10% | E | Direct staff in obtaining District Minor Funds to repair and maintain Structures, Roadways, Roadsides and other damaged roadway inventory. Provide assistance to other District Program Advisors with field review and inspection of culvert, bridge, pavement and other roadway facilities.  |

<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**

Incumbent will directly supervise a group of professional and technical engineering staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must have thorough knowledge of all phases of transportation engineering, including the project development process; funding and budgeting; and principles and techniques of project management. The incumbent must analyze situations accurately and develop an effective course of action. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The decisions made by the incumbent will affect project delivery commitments. Improper decisions could result in project delays that could increase project costs, loss of Federal funds, and loss of credibility and good will for the Department. The incumbent is directly accountable to the District Director.

**PUBLIC AND INTERNAL CONTACTS**

Interacts with Region, District, and Headquarters functional units, local and regional agencies, other State and Federal agencies, the media, and the general public.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The position requires occasional periods of extended work hours under possibly arduous conditions during storm or emergency events. Climbing on slopes and through brush, exposure to poison oak and other noxious weeds, snakes and ticks is probable. Ability to lift 50 pounds. Has the ability to work near high-speed traffic. The incumbent must be of physical, mental and emotional strength to overcome these challenges and remain able to make calm and rational decisions regarding the appropriate strategy to follow. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Requirements as standard for office engineering work. Damage assessment and normal job duties require ability to travel to field,

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inspect and communicate to other staff about the condition of a road or structure.

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### WORK ENVIRONMENT

Will work in a climate-controlled office, under artificial lighting. Field work will be required. While in the field, the employee may be exposed to dirt, dust, loud noises, traffic, uneven surfaces, plants and a variety of sometimes extreme weather conditions and climates that occur in California. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. While responding to emergency or storm damage events, the employee may be subject to extended hours and night work. Must possess a valid driver's license.

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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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