

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Maintenance/D07/Engineering	
WORKING TITLE Maintenance Engineering Office Chief; SHOPP Program	POSITION NUMBER 907-602-3155-001	REVISION DATE

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

**GENERAL STATEMENT:**

The Supervising Transportation Engineer serves as an Office Chief, under the general direction of the Principal Transportation Engineer or Deputy District Director of Maintenance. The Supervising Transportation Engineer serves as the acting, Principal Transportation Engineer or Deputy District Director of Maintenance in his or her absence. The Supervising Transportation Engineer, maintains a customer service management orientation and encourages continuous innovation and improvement in managing the following activities. The Supervising Transportation Engineer must adhere by all Caltrans policies and directives.

**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.

- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration)
- **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. (Prosperity - Collaboration, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Equity - Collaboration, Equity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Collaboration, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity - Collaboration)
- **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. (Prosperity, Employee Excellence - Collaboration)
- **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. (Safety, Equity - Collaboration, Innovation)
- **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. (Employee Excellence - Equity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Manages and oversees the Maintenance Engineering Design for the Division of Maintenance (South and East Regions): scoping documents and Plans, Specifications and Estimates (PS&E) for Highway Maintenance (HM), State Highway Operations and Protection Program (SHOPP) projects, and Minor Capital Outlay Support (COS) Projects, to conserve the public investment in the highway system and ensure that the system will continue to provide maximum benefit to the public. Manages the SHOPP Program Advisors for the Bridge, Pavement, Overhead Signs, Culverts, Permanent Restoration, Emergency Opening and Protective Betterments.

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

30%	E	Manages the personal services and operating expenses across multiple programs and funding and sources. Estimates and develops workload standards, Person Years and resource needs. - Responsible to lead, supervise, direct and manage the office of varied professional and technical staff. This position will develop work plans and evaluate the performance to determine if the Division is on track to meet the targets set. This position will continue to promote cost control and efficiency strategies, set specific goals and quantifiable accomplishments and direct maintenance activities designed to prevent increases in costs. Responsible for the preparation of Emergency Contracts and Director's Orders, to initiate emergency work under contract sooner than can be done under the normal contract approval process.
30%	E	Responsible for attending various staff and Maintenance Program meetings, conducting public and internal presentations and conducting presentations to outside agencies, with regard to Maintenance - Engineering projects. Manages and oversees Senior Transportation Engineer and other staff in the handling of complex engineering problems and working with the District 7 and HQ Asset Management staff to find solutions. Acting for the Assistant Division Chief in her or his absence.
5%	M	Represents the Department in meetings with state, regional and local agencies concerning the scope and content of the Maintenance Division's SHOPP programs; collaborate with internal and external customers.

<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**  
Directly supervises Senior Transportation Engineers.

---

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Supervising Transportation Engineer must possess a valid license as a Professional Engineer, Civil by the California Board of Registration. This person must have general knowledge of methods of constructing and maintaining highways, highway economics and financing; the principles and techniques of personnel management and supervision; ability to analyze situations accurately and adopt an effective course of action; communicate effectively and work well with others both within and outside the organization.

This individual must be innovative, willing to try new solutions to old problems, willing to look for and encourage streamlining of procedures to reduce the time required for project delivery and other activities. This person must have an attitude of customer-oriented service and continuous improvement. This person must be willing to accept the opposition and resistance that will accompany innovative thinking and be ready to support his/her position persuasively.

This position requires the highest degree of analytical ability to make professional engineering judgments and recommendations on operations and scheduling, and personnel and operating expense budget decisions.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The majority of the decisions made by the Supervising Transportation Engineer, is not reviewed and must be carefully thought out to assure that established policy and procedures are followed. Improper decisions could result in deadlines not being met and monetary loss to the State.

---

### PUBLIC AND INTERNAL CONTACTS

A wide span of contacts are maintained with both the public and with the Department, District and Statewide. Daily contact with officials from State, City, Counties, public and private agencies. Consistency, equity and uniformity of administration are critical to the public perception of our organization.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This individual may be required to sit for long periods of time, attending meetings. Due to the level of responsibility of the position, there could be considerable stress in handling various fiscal and program issues required of the position.

---

### WORK ENVIRONMENT

The incumbent will work in a climate controlled office under artificial light. Incumbent may also be required to travel to off-site

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

locations for meetings.

---

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

---

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).