

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION D4/Maintenance Performance	
WORKING TITLE Office Chief	POSITION NUMBER 904-607-3155-XXX	REVISION DATE 03/25/2026

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 Assistant Deputy District Director of Maintenance (Principal Transportation Engineer), the incumbent leads the Office of Maintenance Performance and supervises several Branch Chiefs responsible for Tunnels and Tubes Maintenance (maintenance and rehabilitation projects for the tunnels and tubes), Electrical Systems Maintenance (maintenance contracts and projects for mechanical, electrical, electronic, and telecommunication systems), Traffic Systems Maintenance (maintenance contracts and projects for Transportation Management Systems), Culvert Inspection Program, Maintenance Performance and Resource Management, Safety and Operations Maintenance, and Maintenance Electrical and Mechanical Design.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, 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. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Innovation, Stewardship)
- **Motivational Support**: Skilled at enhancing others commitment to their work. Recognizing and regarding people for their achievements. (Employee Excellence - Equity, People First, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- **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, Equity, Integrity, People First, Pride)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Innovation, Stewardship)
- **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, Innovation, Stewardship)

TYPICAL DUTIES:

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

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30%	E	The incumbent supervises Branches responsible for Tunnels and Tubes Maintenance; Toll Bridges; and, Maintenance Electrical and Mechanical Design. Incumbent supervises employees who prepare plans, specifications, and estimates (PS&E) for tunnel and tube projects under the Highway Maintenance (HM) program, Minor State Highway Operation and Protection Program (SHOPP), and District Director's Orders (DDO). Incumbent shall supervise staff who provide support to other divisions in the preparation of Project Initiation Documents (PID), Project Reports (PR), and PS&E packages for Major SHOPP and Director's Order (DO) projects for tunnels and tubes. Incumbent supervises staff who provide engineering and technical support to Field Maintenance and contractors to inspect and repair mechanical and electrical systems of the tunnels and tubes, including mechanical and electrical systems such as ventilation and fire suppression systems. Incumbent supervises staff who provide Maintenance electrical, mechanical, and structural design. Incumbent oversees staff who prepare PS&E packages for HM projects, Maintenance-initiated Minor SHOPP and DDO projects, and/or Maintenance-initiated projects supported by the Bay Area Toll Authority (BATA) for mechanical, electrical, electronic, and telecommunication systems, including those in movable and toll bridges, pump plants, Maintenance facilities, equipment shops, safety roadside rest areas, and water and wastewater facilities.
20%	E	The incumbent oversees Branch responsible for electrical systems maintenance. Incumbent shall supervise staff who provide engineering and technical support to Field Maintenance and contractors to inspect, troubleshoot, and repair electrical, electronic, control, and telecommunication systems in movable and toll bridges, electrical sub stations, Maintenance facilities, pump plants, and other field assets. Incumbent shall oversee staff that evaluates and recommends projects for repair, upgrade, and/or replacement of electrical systems. Incumbent shall oversee staff that maintain and monitor electrical systems at Maintenance facilities, including Supervisory Control And Data Acquisition (SCADA) systems, Bay Area Security Enhancement (BASE) cameras, electrical generators, power distribution systems, call boxes, fog horns, lights, AM/FM radio systems, and pumps.
15%	E	The incumbent supervises Branch Chief responsible for Traffic Systems Maintenance. The incumbent supervises staff who monitor the up-time health performance of Transportation Management Systems (TMS). Incumbent oversees staff that support Field Maintenance to meet the TMS Level of Service (LOS) targets. Incumbent oversees staff that provide engineering and technical support to Field Maintenance and contractors to test, troubleshoot, and repair TMS elements. The incumbent oversees staff that recommend projects to repair, upgrade, and replace TMS elements.
15%	E	The incumbent supervises Branch Chief responsible for the Culvert Inspection Program (CIP). The incumbent oversees staff that maintain the District's inventory of culverts and related drainage system assets which are inspected by Field Maintenance. Incumbent shall oversee staff that coordinate with Field Maintenance to prioritize cleaning of non-structurally (NS) deficient culverts. The incumbent shall supervise staff that develop and provide culvert inspection and cleaning reports for the District and ensure that the District is on track to meet the Senate Bill 1 (SB-1) and Maintenance Activity Performance Plan (MAPP) targets for inspecting and cleaning culverts.
10%	E	Incumbent supervises staff who represents office/division at meetings, committees, task forces and while working with legislators, Federal, State, regional, cities and local agencies and the public concerning the scope and content of Caltrans projects & programs, special events and its priorities. In conjunction with the Public Information Officer (PIO), the incumbent coordinates the development of a district wide public education contract and campaign. The incumbent oversees the development of project level scope elements for different roadside enhancements, transportation art and community gateway improvements. Incumbent supervises staff directly responsible for emergency operations and response/coordination.
5%	E	The incumbent supervises Senior Engineer responsible for Maintenance Performance and Resource Management. The incumbent supervises staff that monitor and report performance metrics for Maintenance Division responsibilities including SB-1 and MAPP. Incumbent supervises staff that monitor and report the Maintenance Division's budget, resources, and expenditure for Maintenance activities and projects. Incumbent makes recommendations for optimal strategies to maximize performance for the given budget and resources.
5%	E	The incumbent supervises Senior Engineer responsible for Safety and Operations Maintenance. The incumbent shall make recommendations to optimize HM safety projects under the HM-4 program. The incumbent oversees staff that advises the Maintenance Division for the maintenance, repair, or replacement of signs, sign structures, and lights by Field Maintenance or Maintenance or capital projects. The incumbent oversees staff that provide support for Asset Management needs and entering data in the Asset Management Tool (AMT) and future Transportation Asset Management System (TAMS).

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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

As the Office of Maintenance Performance Chief, the incumbent will directly supervise Senior Transportation or Electrical Engineers, Transportation or Electrical Engineers, and Associate Governmental Program Analysts. Incumbent will provide guidance to all Maintenance Division in its efforts for improving the system performance and the Division's performance metrics.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a valid professional engineer registration in California. The incumbent must be knowledgeable of Caltrans' mission, vision, and goals as well as policies, procedures, standards, guidelines, and best practices. Incumbent must be knowledgeable of state and federal laws and regulations with respect to transportation issues and infrastructure. Incumbent must have knowledge of Caltrans' contract administration and project development processes both for capital and Maintenance projects. Incumbent must know the basics of performance measures, metrics, and targets for SB-1, MAPP, LOS, etc. Incumbent must be familiar with the maintenance of tunnels and tubes, electrical and mechanical systems, culverts and pump plants, TMS, signs and sign structures, and lights and other safety devices. Incumbent must possess a thorough knowledge of the design and construction of the highway system and their environmental impacts as well as the related methods, materials, and equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions and commitments by this position will have an impact on all district programs. Providing expert advice to the District's Executive Management is essential for the long-term sustainability of the District's future. This position will have the ability of improving the Division's performance as well as proposing initiatives related to Performance Management. Errors or ineffective decisions on the part of this position may expose the District/Department to criticism from the stakeholders and may lead to a loss of funding.

PUBLIC AND INTERNAL CONTACTS

This position will have contacts with all divisions and levels in the District, Headquarters, and other districts. In addition, this position may have contacts with external local, state, and federal agencies as well as elected officials, members of the public, and the private sector.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and a video display terminal and must be able to remain alert in lengthy meetings. Sustained mental activity is required for report writing, problem solving, and analysis and reasoning. Incumbent must be able to multi-task, adapt to changes in priorities, complete tasks or projects with a short notice, deal effectively with pressure, maintain focus, and remain optimistic and persistent under adversity. Incumbent must demonstrate a sense of responsibility and commitment to public service, behave in a fair and ethical manner towards others, develop and maintain cooperative working relationships, enable others to acquire the tools and support they need to perform well, and develop new insights into situations and apply innovative solutions to make organizational improvements.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under the artificial light. However, due to periodic problems with the heating and air conditioning systems, the building temperature may fluctuate. Employee will be required to sit for long periods of time using a keyboard and a video display terminal. Employee may be required to travel and work outdoors, and may be exposed to dirt, noise, uneven surfaces, or temperature extremes. Work hours will be set sometime between 6:00 a.m. and 6:00 p.m. Work outside the normal hours may be required, and vacations may be restricted during peak times. Employee will be asked to be the Duty Officer (Acting Deputy District Director of Maintenance) during weekends.

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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.

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