

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Asset Management	
WORKING TITLE Transportation Asset Management System Manager	POSITION NUMBER 913-660-3155-XXX	REVISION DATE

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 State Asset Management Engineer, a Principal Transportation Engineer, the Supervising Transportation Engineer, Caltrans will lead the management and development of system requirements and data quality in the Transportation Asset Management System (TAMS), lead technical staff in the development and implementation of statewide asset management reporting to include the Transportation Asset Management Plan (TAMP), State Highway System Management Plan (SHSMP), Performance Plans, Performance Benchmarks, and 10-Year Project Book, and SHOPP coordination. This position will manage the Transportation Asset Management (TAM) office to include the program budget and human resources (HR).

Duties include supporting the implementation, development, and enhancement of TAMS by leading and liaising with Programs and Districts on software strategies, user feedback and needs, including updating and developing TAMS business processes and policies for current and future functionality. The incumbent will assist the State Asset Management Engineer in monitoring TAMS system requirements to improve asset management, analysis, project prioritization, project scoping, funding and decision support consistent with the TAMP, SHSMP, Performance Benchmark Report and all asset management reporting, legislation, and related analysis.

The incumbent must have thorough knowledge of statewide asset management initiatives including: required reporting, asset management performance scenario analysis, revenues and financial projections, investment strategies, and risk management to address performance, financial targets, development of regulatory reports, and support the State Highway Operation and Protection Program (SHOPP) and other programs doing work on the State Highway System. The incumbent will work with federal, state, internal programs and local partners to develop and implement practices that improve asset condition and performance consistent with the SHSMP, Performance Benchmark Report and related analysis and reporting.

Duties include supervision and management of staff engaged in asset management reporting and initiatives, the development and implementation of data systems, processes, and procedures in TAMS to support asset management, including Geographic Information System (GIS) and Business Intelligence (BI), and TAM office management. The incumbent will provide leadership in strategizing how to manage workloads and projects, and planning, organizing and directing the activities of staff. The incumbent will ensure the development and implementation of a customer service-oriented office.

This position requires registration as a Professional Engineer in Caltrans.

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. (Prosperity, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **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, Employee Excellence - Equity, Innovation, Integrity, Pride, 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. (Prosperity, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)

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- **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. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **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. (Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride, 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. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage

Essential (E)/Marginal (M)¹

Job Description

30% E

Policy and Planning:

The incumbent will lead the development and implementation of TAMS business processes and policies integrating data across assets, needs, risk, and project portfolio. The incumbent will focus on system evaluation and performance and plan for strategies, enhancements, and functionality of TAMS system requirements to assist the department with effective data analysis for efficient, data-backed transportation asset management. In addition, the incumbent will work with consultants on the framework of TAMS instructional guidelines and update as system requirements and software strategies of asset management initiatives are developed, and user needs are identified. The incumbent will collaborate with the consultants on TAMS training and education for statewide users through various methods of implementation to include e-learning, videos, and manuals.

The incumbent will provide direction and oversight to statewide asset managers and technical staff on the framework to asset management improvements and ongoing asset management operations and business processes as asset management policy, directives, and guidance is developed and implemented. The incumbent will make recommendations on guidance documents to integrate asset management initiatives into TAMS. The incumbent will review the analysis, development and updates of Caltrans practices and statewide asset management products and reporting. The incumbent will collaborate with managers from federal, state and local offices through meetings, workshops and public presentations to evaluate current business processes, guide new procedures, perform complex analysis and develop implementation plans related to asset management policies and practices to make progress toward local and statewide goals and targets. The incumbent will guide policy discussions and develop a strategy to ensure changes to inventory and condition are accounted for through regular data collection methods. The incumbent will interpret federal policy and guide discussions with state and local agencies.

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30% E

Program and Project Performance:

The incumbent will manage TAMS system capabilities, enhancements, and maintenance and operations of software strategies across multiple programs in Caltrans including performance outcomes, GIS and BI, and business requirements needed to evaluate project portfolio, needs, risk, and assets. The incumbent will monitor and manage TAMS key functionality and technology relative to Caltrans asset systems and other internal and external corporate data reporting. The incumbent will evaluate TAMS data quality as the source of data utilized by stakeholders relative to the TAMP and SHSMP and other asset management reporting required by legislation. This includes managing the software functionality and system requirements needed to maximize data that unifies analytics, strategies, and modeling for decision support to assist the department in effective and efficient project prioritization and selection to align with federal and state requirements. The incumbent will monitor major functionalities of TAMS including but not limited to program and project performance management, project planning and selection, life cycle planning, prioritization analysis, inventory, needs, and financial analysis. The incumbent will review TAMS invoicing of consultant deliverables and TAMS functionality for current and future contracting needs. This position will assist the State Asset Management Engineer in the management of current and future TAMS contracts to ensure future TAMS data quality, system requirements, and software strategies.

The incumbent will assist the State Transportation Asset Management Engineer with management of the SHOPP and respond to requests for asset information for internal and external reporting. The incumbent will lead staff in the development and update of asset management reporting to include the TAMP, SHSMP, 10 Year Project Book, Performance Benchmarks, and other asset management reports supporting legislative requirements. The incumbent will recommend change management strategies to update asset management programs and by communicating the scale, scope, and benefits of change and exploring innovative solutions. The incumbent will guide discussions with stakeholders on self-assessments of project and program performance and update the needs assessment and gap analysis to support continuous progress towards asset management performance targets. The incumbent will manage processes with stakeholders to combine financial resources and needs with investment strategies that incorporate asset modeling, treatments, and impacts, as well as risks and financial constraints. The incumbent will make recommendations on potential policy decisions on the approach for monitoring and prioritizing risk through mitigation strategies and actions in a risk-based performance-driven asset management framework.

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30% E

Supervision, Management, Communication, and Partnership:

The incumbent will be the TAMS team coordinator for monthly meetings with statewide users to provide response and collaboration on user feedback, system evaluation, training, and needs in functionality and software strategies. The incumbent will represent Asset Management on a team with IT software development professionals to monitor the system and develop future data software strategies and business requirements in TAMS as asset management evolves. Duties also include providing guidance on technical aspects of asset management initiatives into TAMS and updating current data and information with statewide objectives to integrate with TAMS processes.

The incumbent will take a leadership role in workshops with stakeholders to decide strategies that link asset management with statewide transportation goals and objectives. The incumbent will guide partnership discussions with executive level managers at local and regional agencies, the Federal Highway Administration (FHWA), and representative members of Caltrans headquarter offices and districts. The incumbent will develop change management strategies to asset management initiatives by communicating the scale, scope, and benefits of change and exploring innovative solutions. The incumbent will assist the State Asset Management Engineer in program enhancement recommendations for efficient use of SHOPP funding to ensure the best use of funding is achieved while meeting performance targets, and transportation goals and objectives per state and federal mandates.

The incumbent will lead human resource efforts through workforce planning necessary to the program, and supervision and management of staff engaged in asset management initiatives and the development and implementation of data systems, processes, and procedures in support of TAMS and the asset management office. The incumbent will monitor and evaluate staff performance in asset management development, office management, administrative support, GIS and BI tool development, and implementation progress through regular assessments and guidance. The incumbent will set objectives, goals, and clear expectations for staff roles, and monitor staff compliance of required and mandated training. The incumbent will provide leadership in strategizing how to manage workloads and projects, as well as planning, organizing and directing the activities of staff. Review and approve timesheets and leave requests; ensure adequate staffing coverage.

The incumbent will lead forecasting operational budgetary needs for the asset management office and presenting recommendations to the State Asset Management Engineer. The incumbent will develop and monitor the program budget to ensure the annual allocated resources are appropriate for the identified program needs by working with Maintenance Budgets to discuss allocations and expenditures for the program, personnel, and TAMS contracts. Coordinate quarterly and yearly budget meetings with the State Asset Management Engineer to present the program and TAMS budget reports to ensure the effective and efficient use of resources, review TAMS MOU guidelines, and ensure outstanding needs are identified and requested. The incumbent will monitor and manage the TAMS MOU and advise the State Asset Management Engineer of changes and updates. The incumbent will attend TAMS contract management meetings with the State Asset Management Engineer to review consultant invoicing and deliverables and make recommendations for good encumbrance management.

The incumbent will supervise staff consisting of engineers, research data scientists, and administrative staff assigned to the TAM office.

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10% M

Program Management:

The incumbent will work with departmental staff, TAM staff, districts, programs and consultants to establish new business practices to facilitate and ensure the functionality and efficiency of TAMS, asset management initiatives, and TAM office goals. The incumbent will work to ensure the improvement of transparency and engagement through TAMS strategies to further asset management goals and initiatives.

The incumbent will bring specialized knowledge, analytical skills, and leadership needed to not only support asset management increasing requirements, but critical leadership in advancing the capabilities and functionality of TAMS as a technologically advanced central database created for efficient and effective asset management through performance and target setting. The incumbent will lead and manage expanding GIS and BI capabilities and efficiencies in the asset management office. The incumbent will ensure TAMS system requirements and database functionality critical to statewide users responsible for project prioritization and selection to meet performance targets set forth in the TAMP are evaluated and enhanced as necessary.

The incumbent will take a leadership role in the management of the TAM office by continuing to fulfill current and future obligations and diversify supervision and management of technical and administrative staff critical to the success of asset management. The incumbent will work with departmental staff, districts, and stakeholders to facilitate the update of the TAMP, SHSMP, 10-Year Project Book, Performance Benchmarks, and other asset management reporting and reporting requirements. The incumbent will take a leadership role in policy and technical support and oversight for the development and implementation of asset management statewide, and ensure implementation is consistent with applicable legislation, government code, law, rule and regulations. The incumbent will lead the departmental effort on implementation of federal performance measures 2 (PM2) guidelines on asset management.

The incumbent will oversee the TAM office administrative functions including but not limited to office safety management, communications, office management, office budget, HR/personnel, training, facilities, MOU management, and contract management. The incumbent will work with the Maintenance Division to obtain material and services as necessary, and the unit's budget and personnel support are adequate to complete the expanding duties and requirements of this office and program.

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 will supervise two Senior Transportation Engineers, one Research Data Specialist III, one Staff Services Manager II and one Staff Services Manager I. The incumbent will act as both a first line and second line manager/supervisor and may be called upon to act for the Asset Management Office Chief, a Supervising Transportation Engineer, or the State Asset Management Engineer, a Principal Engineer.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have thorough knowledge of TAMS key functionality and technology relative to Caltrans asset systems and other internal and external corporate data for project nomination and business requirements needed to evaluate projects, portfolio, needs, risk, and assets. Must have thorough knowledge of FHWA Code of Federal Regulations, state requirements including legislative mandates, laws, rules, policy, and regulations. Must have thorough knowledge of the TAMP, SHSMP, and SHOPP. Must have thorough knowledge of asset and performance management system analytics, strategies, and modeling for decision support. Must have thorough knowledge of project planning, scoping, programming and funding, portfolio management and performance management across multiple programs in Caltrans. Knowledge of Caltrans' Strategic Management Plan and various phases of transportation engineering on a federal and state level. Knowledge of asset management principles including evaluation of investment strategies, financial projections, and performance objectives. Knowledge of federal performance management and asset management regulations, as well as risk factors impacting asset management. Knowledge of principals and techniques of personnel management and supervision. Knowledge of the department's equal employment opportunity, labor relations, and the processes available to meet these program objectives. Knowledge of principles, practices and trends of public and business administration, including management and support staff services such as budget, HR/personnel, management analysis, planning, program evaluation or related areas; principles and practices of employee supervision, development and training; project management; formal and informal aspects of the legislative process. Must be skilled in good management practices and be able to analyze situations accurately, adopt an effective course of action, develop and maintain cooperative working relationships, and demonstrate capacity for assuming increasing responsibility.

Abilities: The incumbent has the skills and abilities to lead, plan, organize and provide direction to others to work effectively and efficiently as necessary to manage data strategies, improvements and enhancements to TAMS to accomplish successful project

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selection and performance objectives, and accomplish successful delivery of the updated SHSMP, 10-Year Project Book, and Performance Benchmarks, and other asset management deliverables. The incumbent has the skills and abilities to communicate effectively with federal, state, and local partners and stakeholders by making compelling presentations and providing clear and effective direction involving TAMS system requirements and asset management policy, guidance, planning, target-setting, and processes. The incumbent can prepare technical information for presentation, reports and plans to groups of varying executive levels, technical experience and interests. The ability to review or inspect projects, products, and proposals and make recommendations on difficult technical programs. Ability to communicate effectively, make effective presentations and provide clear and effective direction. Ability to use good judgment and interpersonal skills working with others. Ability to contribute to the Department's goals of safety, equity, climate action, prosperity, and employee excellence while improving transparency and engagement to further asset management goals. Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex program; establish and maintain project priorities; and develop and effectively utilize all available resources; develop effective teams; effectively contribute to the department's equal employment opportunity objectives.

Incumbent behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service; values cultural diversity and other individuals' differences in the workforce; and ensures that the organization builds on these differences and that all employees are treated in a fair and equitable manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions at this level affect the entire Department. Consequence of decisions could affect billions of dollars in annual investments on the SHS and could result in critical errors in asset management initiatives. Responsibility for decisions in managing TAMS as a centralized integrated data repository providing tools to improve transportation asset management analysis, project prioritization and project scoping, funding and decision support is paramount to improving transparency and engagement to further asset management goals critical to the Department in making the best use of transportation resources statewide. Good judgment, the ability to communicate effectively, and work well with others at all levels are expected of the incumbent. The incumbent is responsible for independent action and initiative in managing the Transportation Asset Management program and team, as well as responsibility for actions taken when acting for the State Transportation Asset Management Engineer.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain working relationships with executive level departmental staff and external partners to include consultants, state, federal and local agencies. The incumbent may be required to respond to political inquiries and sensitive issues with external entities. Attendance, participation, and presentations at internal and external meetings, workshops, task force and public meetings are required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The successful candidate will work on a computer keyboard, have manual dexterity, be able to sit for long periods, develop and maintain cooperative working relationship and focus for long periods of time. Must remain alert in lengthy meetings to collect information. Be able to multi-task, adapt to changes in priorities and complete tasks or projects with short notice, develop new insights into situations, encourage creative thinking and innovation. Must be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must deal effectively with pressure, maintain focus and remain optimistic and persistent under adversity. Must be considerate and respond appropriately to the needs, feelings and capabilities of different people in different situations. Must value cultural diversity and other individual differences. Must be tactful and treat others with respect. Position has statewide responsibility which may require frequent travel and must be prepared to travel statewide and occasionally out of state for national engagements.

WORK ENVIRONMENT

Employee 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. Telework and report to the office two days a week as determined by the State Asset Management Engineer, subject to change based on department policy and business need. May report to office more frequently based on business needs for meetings, conferences, and training. The incumbent may be asked to telework for extended periods of time based on state requirements. Infrequent statewide travel may be required to attend off site meetings and conferences. This may also include working around traffic and navigating rough and uneven terrain.

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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

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