

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION D12 Project Delivery Construction Administration	
WORKING TITLE Office Chief Construction Administration	POSITION NUMBER 912-501-3155-001	REVISION DATE 03/16/2026

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 Deputy District Director of Project Delivery, a CEA A, the Chief of the Office of Construction Administration leads a team of Engineers, Surveyors, Technicians and Administrative Support. Additionally, manages the delivery of various Capital projects, including District 12's State Highway Operations and Protection Program (SHOPP); State Transportation Improvement Program (STIP); Senate Bill 1 (SB1) program; local Measure funded projects; and projects on the state highway system funded by others. This management position requires leading staff, managing resources, and delivering various projects in alignment with the Department's Strategic Plan and the District's Strategic Business Plan.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Equity, Climate Action, Prosperity - Equity, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Prosperity - Collaboration, Innovation, Integrity, People First, 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. (Safety, Equity, Employee Excellence - Collaboration, 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. (Safety, Climate Action, Prosperity - Collaboration, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity - Collaboration, Equity, Integrity, 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. (Safety, Employee Excellence - Equity, Integrity, People First, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- **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, Pride)
- **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 - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Manages the efficient development and delivery of Capital projects in the Office of Construction Administration. Ensure that delivered projects are within scope, budget, schedules, and professional quality. The development and implementation of work priorities. Provides general direction and leadership to supervisors in the Office of Construction Administration.

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35%	E	Manages and provides general direction to various Construction Administration functional areas including CCO/Claims, Safety/Stormwater/Traffic, Labor & Contract Compliance units, Project Quality/Resourcing, Training/Procurement, Field & Office Survey groups and the Office Engineers.
10%	E	Participates in District level meetings and task forces with various stakeholders. Communicate to staff the District's goals and objectives through staff meetings. Liaison with Headquarters (HQ) Division of Construction and others functional areas. Represents the District in statewide meetings and task forces. Participates with the Deputy District Director and other managers in strategic planning activities to carry out the Mission and Vision of the Department.
10%	E	Works cooperatively with external customers in a complex and diverse urban setting, including City, County, Federal Highway Administration (FHWA), Orange County Transportation Authority (OCTA), Transportation Corridor Agencies (TCA) and elected and appointed officials.
5%	E	Manages various budgetary resources including Personal Service Dollars, Operating Expenses and A&E services provided by consultants. Implements Task Management. Ensures compliance with all budgetary and administrative requirements.
5%	M	Manages staffing assignment to levels appropriate to allocations in order to carry out the execution of deliverables as committed by the Contract for Delivery, Annual Delivery Plan, Minor Program and Cooperative Agreements for Local Funded projects on the State Highway System. Assures the development, negotiation and allocation of proper resources as necessary to implement and administer contracts and agreements properly and on a timely basis.

<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**

Provides leadership and direction to Senior Transportation Engineers, Senior Transportation Surveyors and Supervisor I.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Supervising Transportation Engineer must possess knowledge of current Department's Strategic Plan and the District's Strategic Business Plan, Mission, Vision, values and goals. Must have a thorough background in project development process and project management concepts.

Must know and be able to put into practice the principles and techniques of personnel management and supervision.

Commitment to delivery based on the Annual Delivery Plan and the Contract For Delivery.

Must have the ability to plan, direct, and make decisions involving the activities of a multi-discipline staff.

Communicate successfully, both orally and in writing, with a variety of individuals, entities and stakeholder agencies. Establish and maintain close liaison with stakeholders.

Must have a broad understanding of engineering functions and terminology, and the ability to evaluate and make recommendations concerning the appropriateness of engineering decisions. Assimilate technical and procedural input from various sources, to evaluate that input, to develop alternative courses of action, and to make objective recommendations in all issues relating to project delivery.

Knowledge of current Construction Practices and the Contract Administration process including Change Orders and Claims Procedures.

Thorough understanding of the project development and delivery process including programming, cost estimating and management, and updating of estimates at given intervals, task management, schedule management.

Evaluate the need for utilizing flexible resources to deliver committed projects, including utilizing Architectural and Engineering (A&E) contracts as well as Cash Overtime.

Ability to effectively set priority for utilizing assigned resources to meet delivery goals.

Ability to resolve conflicts.

Analyzes and resolves other technical and politically sensitive problems, administrative or personnel matters, relations with

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contractors, local jurisdictions, other agencies on public relation issues.

Knowledge of innovative project delivery tools.

License as a Professional Engineer in Civil Engineering issued by the California Board for Professional Engineers, Land Surveyors and Geologists is required.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This management position has responsibility to ensure that projects and contracts funded by SHOPP, STIP, SB1 and Reimbursed work are delivered following department policies and guidelines and the project is within budget and delivered on schedule, and delivered within allocated resources. Failure to so can result in the loss of project funding and projects being canceled. This can lead to loss of reputation with various project stakeholders. If timely and accurate advice is not provided, it could result in improper operational decisions, improper planning or policy decisions, any of which could adversely affect Management direction, and ultimately result in the loss of projects and corresponding funds to the District.

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### PUBLIC AND INTERNAL CONTACTS

Represents Caltrans when participating in meetings and interactions with Federal, State regional and Local agencies, contractors, the public and for specific projects in the branches supervised. Must work with management as well as Headquarters functions, FHWA, other Federal, State and Local agencies to provide the necessary coordination to successfully deliver District projects and contracts. In addition, the incumbent speaks in public on transportation matters pertaining to District 12, and establishes and maintains good working relationships with other Districts, Headquarters and local jurisdictions.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements: Employee may be required to move cumbersome reports/plans and boxes from one location to another. The workload is subject to frequent, substantial, and unexpected changes. This position includes sitting for some periods of time using a keyboard and video display terminal and requires the incumbent to be able to meet externals and internals on-site as well as travel to a number of off-site locations.

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and knowledge the various responses. Must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, event under adversity. Will consider and respond appropriately to the needs and capabilities in different situations. Is tactful and treats others with respect.

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### WORK ENVIRONMENT

The incumbent will work primarily in a climate-controlled office under artificial lighting. Employee will also be required to travel frequently to local construction project sites and occasionally to other areas of the state. Work outdoors is expected and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

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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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