

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 5 Traffic Safety/Operations	
WORKING TITLE District Division Chief of Traffic	POSITION NUMBER 905-351-3155-001	REVISION DATE 06/05/2025

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 District 5 Deputy District Director of Maintenance and Traffic, the District Division Chief of Traffic is responsible for overseeing all activities related to the planning, management, coordination of Traffic Safety and Traffic Operations and Permits in District 5. This position is responsible for effectively leading a team of engineers, technical and administrative staff to ensure that Traffic goals are met in alignment with the Caltrans Strategic Plan; responsible for managing allocated resources, ensuring supervisors, and staff adhere to policies and procedures related to productivity, training, and personnel matters. The incumbent will work cooperatively with partners including, but not limited to, internal functions, Caltrans Headquarters, local agencies, and legislative officials.

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. (Safety, Climate Action - Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation, Integrity)
- **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. (Safety, Climate Action - Innovation, Pride)
- **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, Equity - Equity, Pride)
- **Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Employee Excellence - Integrity, Pride)
- **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, Employee Excellence - Equity)
- **Negotiation**: Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Safety, Equity - Equity, 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. (Safety, Employee Excellence - 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. (Climate Action, Employee Excellence - Innovation, People First)

TYPICAL DUTIES:

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

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40%	E	Responsible for coordinating all phases off the District's traffic safety and operations activities. Makes recommendations for projects to improve the performance and safety of the existing highway system. Ensures performance measures and the asset management plan elements, which are under the control of Traffic, are aligned with District priorities. Develop and implement policies and procedures related to the Division of Traffic. Collaborates with others in managing traffic for construction and maintenance activities incidents, and special events. Develops and implements policies to coordinate all phases of the District's traffic safety and operations activities to reduce traffic congestion and improve safety.
30%	E	Involved in the resolution of highly complex or politically sensitive problems; administrative and personnel matters; budgeting for personnel and other resources, and inter-agency and public relations work. Develop decisions on complex issues that integrate and consider all aspects of Traffic Safety and Operations through a inclusive team environment. Represents the District in meetings with federal, state, regional and local agencies concerning traffic safety and operations related matters. Advises the District 5 Deputy District Director, and Legal, on the full range of complex issues related to the Traffic Safety Program and Traffic Operations Program.
20%	E	Responsible for overseeing issuance of encroachment permits for activities within the state highway right of way. Responsible for traffic investigation and correctives measures; for intersections; and the preparation of plans, specifications and estimates for highway safety projects. Responsible for overseeing review of traffic studies, intersection control evaluation studies and other documents describing proposed development impacting the operation and safety of the State Highway System.
10%	M	Implements and support Task Management for all projects, ensuring functional managers perform their responsibilities while working collaboratively with other functional managers to provide cohesive decisions, including the planning and monitoring of budgets and schedules, while producing quality services and deliverables and reporting progress status through the District's earned value management tool. Implements and supports Risk Management by signing off at each capital project's accountability check points, accepting the disposition of risks identified in project risk registers, and ensuring that functional unit communicate to Project Management/Project Development Teams and update their risks throughout each project's life cycle.

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

Directly supervises a staff of Senior Transportation Engineers and Senior Electrical Engineers. Supervision is administrative and technical in nature.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department of Transportation's (Caltrans) organization, Strategic Plan, Caltrans policies, project management concepts, project development process, design, construction, maintenance activities, and financial constraints is required. Knowledge of various phases of transportation engineering and systems planning, transportation economics and financing, factors which influence the impact of transportation facilities of the environment, the community and the economy including complete streets and safety engineering; principles and techniques of personnel management and supervision; Department's affirmative action and labor relations objectives, a manager's role in safety, health, equal employment opportunity and labor relations, and the process available to meet these program objectives; Knowledge of methods of planning, safety engineering, organizing directing and controlling projects, and principles and techniques of project development, supervision and personnel management.

Ability to administer an engineering program; plan, coordinate, and direct the work of others and the Division activities; judge work quality and performance; establish standards; develop policy and procedures; prepare technical correspondence and complete comprehensive reports; review technical reports and complex project documents; prepares articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; recommend solutions to difficult and sensitive issues; communicate effectively; effectively contribute to the Department's safety, health, affirmative action and labor relations objectives.

Ability to plan, supervise and direct the activities of others, communicate effectively in written and oral forms, implement policy, formulate and implement procedures, and negotiate effectively with federal, state, regional and local agencies.

The incumbent must possess registration as a Civil Engineer in California.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for fostering and coordinating logical, well-conceived Traffic Safety Program and Traffic Operations Program. Poor

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decisions may result in project delays and inaccurate or incomplete reports that require corrections and added costs for engineering, safety, and maintenance. Errors in judgement may lead to misuse of resources and /or misdirection of funds, and could result in Caltrans' failure to meet program goals, resulting in lack of confidence from the Legislature, public, and other governmental agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents the Department in meetings and dealings with federal, state, regional and local agencies, elected officials and the public concerning the scope and content of transportation programs and specific projects and programs in the offices supervised. Incumbent may be required to speak in public on transportation matters. The incumbent must establish and maintain good working relationships with management staff, other Districts, corporate Headquarters management, and local jurisdictions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

To carry out the functions of this position, incumbent must be able to work under stressful conditions and restricted time frames, quickly analyzing and responding to requests for information or direction. Incumbent must be able to interpret and analyze printed and electronic materials, including such items as projects plans, project status reports, policies and procedures, and use appropriate implementation actions necessary to accomplish assigned projects.

Many of the jobs in the Division require interaction with people. Incumbent must be able to maintain positive working relationships with staff of all levels in the District, Headquarters, other Districts, other Departments, local governments, the media and the public. Incumbent must be open to change and new information and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Values cultural diversity and other individual differences in the workplace.

Must be able to operate equipment needed to perform daily operations (such as PC, fax, printer, phones). Must be able to communicate ideas and proposals clearly by phone, in writing, by computer (email) and in person. The incumbent will be required to deal with a number of multitasking assignments and deadlines and be required to prioritize work assignments and may be subjected to high levels of stress related to project delays, costs and schedules. The incumbent must have the ability resolve emotionally charged issues reasonably and diplomatically.

WORK ENVIRONMENT

The incumbent will be exposed to computers, various lighting conditions - including but not limited to artificial lighting in a standard work cubicle, and may be required to stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. While in the field, the incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Hard hat, safety vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional travel and overnight stays may be required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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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