

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION D7 Environmental Planning and Engineering	
WORKING TITLE Office Chief, Environmental Engineering	POSITION NUMBER	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 general direction of the Assistant Deputy District Director or Principal Environmental Scientist (EPMII), for the Division of Environmental Planning and Engineering, the incumbent acts as the Office Chief of the Office of Environmental Engineering. In assigned functions, the incumbent manages a large staff of Senior and rank and file Transportation Engineers and Geologists. The Office Chief manages the preparation of professional engineering studies pertaining to hazardous waste, air quality, noise and vibration impacts associated with transportation project construction, maintenance, and operations. The Office Chief coordinates with federal, state, and regional agencies regarding environmental program activities for transportation facilities to obtain approvals and meet environmental commitments. The incumbent represents the Division at meetings, prepares correspondences and reports, and effectively contributes to the Department's safety, health, affirmative action and labor relations objectives.

**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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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40%	E	Directly manages the work of Senior Transportation Engineers. Reviews and directs the review of plans, specifications, reports, and agreements. Guides and directs the preparation of various studies in the areas of hazardous waste, air quality, and noise and vibration. Partners with federal, State and Local resource and regulatory agencies to reduce the time it takes to obtain approvals and meet environmental commitments. Ensures appropriate resourcing for the Office of Environmental Engineering.
30%	E	Monitors and evaluates process, compliance, program accomplishments and product quality. Reviews, inspects and makes recommendations on difficult technical problems. Directs the development of changes in office procedures and methods in compliance with the rules and guidelines related to the office technical work.
10%	E	Oversees the quality assurance reviews of environmental documents and the development and approval of standard and non-standard specifications. Manages hazardous waste, air quality, and noise and vibration issues related to organization, scheduling, budgeting, project engineering measures, and personnel issues. Oversee training and staff development for staff and conducts performance evaluations for these activities.
10%	M	Oversee the management of professional Architecture and Engineering (A&E) contract services activities for the Office of Environmental Engineering. Provides independent assurance of the need (regulatory, programmatic or district driven) for contracted services, including but not limited to deliverables, products, policies, tools and training, developed through professional A&E contract services. Ensure best practices in performing contract, task order and resource management.
5%	M	Maintains a current knowledge of hazardous waste, air quality, noise and greenhouse gases laws, regulations, policies, protocols and testing methodologies and guides and directs staff in the application of such matters.
5%	M	Responds to internal and external inquiries and provides interpretation of various laws and regulations and their application to departmental projects, programs, and activities.

<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 direction and manages the workload of three to four Senior Transportation Engineers and Senior Engineering Geologists.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Technical knowledge of hazardous waste, air quality, noise and greenhouse gases. Knowledge of Departmental policies and guidelines. Knowledge of regulatory compliance matters. The ability to analyze complex engineering problems; manage the work of a multi-disciplinary professional staff; develop and utilize all available resources to attain goals; reason logically and creatively; analyze data, develop and evaluate alternatives; present ideas and information effectively both orally and in writing; establish and maintain project priorities; initiate, recommend, and champion changes that promote innovative solutions; motivate others and resolve conflicts; learn quickly and comfortably handle risk. Develop cooperative and trusting relationships with representatives of all levels of government and the public.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

This position is responsible for independent action and initiative in carrying out the duties related to the program. Based on engineering experience and expertise, the incumbent must provide accurate and thorough recommendations on various environmental engineering aspects. The incumbent must understand the impacts of environmental policy decisions as they relate to planning, project development, construction, operation and maintenance of transportation facilities. The consequences of not considering all the factors or failure to carry out these responsibilities could result in: Inconsistent statewide decisions in the development of transportation facilities; Regulatory agency enforcement actions against Caltrans; Loss of funding to comply with environmental requirements; Unacceptable recommendations forwarded to the California Transportation Commission; Additional engineering to provide project measures to avoid or minimize environmental impacts; Delays to projects or activities due to community pressure or political unacceptability, and/or lawsuits by special interest groups; Litigation that could delay and/or add cost to essential projects and/or activities; Loss of public confidence in Caltrans as a responsible public agency and first-rate engineering and environmentally sensitive organization.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent must establish and maintain good working relationships with all levels of management within Caltrans, and staff in the Division of Environmental and other functional units such as, Project Management, Construction, Design, Maintenance, Right of Way and Legal. The incumbent will work with HQ and other districts, external agencies, local, state, and federal entities, elected officials as well as environmental interest groups and the general public to provide the necessary analysis and recommendations on transportation projects. The incumbent arranges for, attends, participates in, and where appropriate, represents Caltrans at meetings with interest groups, individuals, local, regional, state, and federal agencies.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must be able to sit for long periods of time using a keyboard and video display monitor. The workload is subject to frequent, substantial and unexpected changes that affect the scheduling or completion of studies. Additionally, Caltrans policy decisions, fiscal changes or the finding of other studies may cause changes in workload, including elimination, addition or substantial changes in the studies themselves. Some walking may be required. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning. Must be able to organize and prioritize large volumes of varied documents, including confidential materials that may relate to existing lawsuits. The incumbent must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changing priorities, and complete tasks or projects with short notice. Formulates effective strategies consistent with the business and competition related to emerging technologies, develops new insights into situations, and applies innovative solutions to make organizational improvements. Must be willing to take risks; initiate actions that involve deliberate risk to achieve a recognized benefit or advantage. The incumbent must deal effectively with pressure; maintain focus and intensity while remaining optimistic and persistent, even under adversity. Incumbent must be capable of translating between engineering, transportation, planning and environmental terminology and common language. Must be able to communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams. The incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual difference in the workforce and ensure that the organization builds on these differences and that all employees are treated fairly and equitably.

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**WORK ENVIRONMENT**

The work environment will include office and occasionally, field environments. The work environment is fast-paced and requires considerable flexibility in managing time, priorities and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to meeting facilities, and/or to projects sites. In the field the incumbent may experience all climatic conditions, including sun, wind, rain, snow, ice, or other conditions such as, dust, dirt, construction equipment, traffic, animals, insects, loud noises. While at their base of operation, the 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. The incumbent may need to be involved in occasional work involving investigation and/or cleanup of hazardous waste sites where the presence of hazardous materials may be known or not yet ascertained. These sites may contain chemical, physical or biologic hazards posing a possible threat to personal health and safety. Appropriate attire and conduct on these sites is required. As required by the Occupation Safety and Health Administration (OSHA) regulations, 29 CFR 1910.120, at a minimum, training in the identification, avoidance and response to site hazards as provided by the 24-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training is mandatory prior to site visits, followed by 8-hours of on-the-job, supervised field training/ experience. The HAZWOPER certification shall be maintained by completion of the 8-hour annual refresher course. This position may include occasional involvement with surveys for asbestos in or around structures. The Asbestos Hazard Emergency Response Act (AHERA) training class is mandatory for these situations. This position is eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are also expected to report to their worksite with minimal notification if an urgent need arises, as determined by the Department.

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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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