

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 7/Program & Project Management	
WORKING TITLE Project Manager	POSITION NUMBER 907-103-3161-XXX	REVISION DATE 03/10/2025

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 a Supervising Transportation Engineer, the Senior Transportation Engineer (Project Manager) is responsible for the delivery of transportation improvement projects on the State Highway System. The Project Manager will ensure that assigned projects are completed within approved cost, scope, and schedule. Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration of Professional Engineers is required.

**CORE COMPETENCIES:**

As a Senior Transportation 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)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Pride, 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)
- **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. (Equity - Collaboration, Equity)
- **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. (Equity - Collaboration, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Integrity, 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. (Employee Excellence - Collaboration)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Equity, Stewardship)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Pride)

**TYPICAL DUTIES:**

Percentage		Job Description
30%	E	Plan and coordinate the activities of the Project Development Team (PDT) in the delivery of various transportation improvement projects. Act as team leader, facilitate communication among team members, and represent the team in negotiations. Provide direction and support to resolve any issues that may occur during each phase of the project from initiation to closeout. Ensure that assigned projects are delivered within approved cost, scope, and schedule.
20%	E	Review project development reports and recommend approval. Prepare project change requests, funds requests, fact sheets, meeting minutes, correspondence, and other types of documents as needed.

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20%	E	Develop reasonable project schedules and support budgets in consultation with functional managers and other stakeholders. Maintain schedules, resources, and project data using computer software applications and other tools. Hold functional managers accountable for completing milestones in a timely manner and within the assigned resources.
20%	E	Monitor and report the progress of each project to appropriate stakeholders. Identify issues that warrant the attention of management and provide information and recommendations as needed.
10%	M	Ensure that projects are completed in accordance with applicable standards, policies, and practices. Ensure that the overall quality of work for each project is acceptable.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Senior Transportation Engineer (Project Manager) is not responsible for providing supervision, but may be required to direct the work of one or more individuals.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Project Manager must have ( 1) knowledge of project development procedures, project funding, regulatory requirements, project management principles, and Department policies and practices, (2) ability to exercise good judgement in recognizing problems, developing alternatives, analyzing risks, and adopting an appropriate course of action, and (3) ability to communicate effectively both verbally and in writing.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Project Manager is responsible for decisions related to establishing and maintaining project cost, scope, and schedule. Errors in judgment or poor decisions may cause negative impacts to the delivery of the project and result in liability for the Department.

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### PUBLIC AND INTERNAL CONTACTS

The Project Manager will be required to interact with (1) District and Headquarters functional units, (2) State, Federal, and Local Agencies, (3) consultants, (4) contractors, (5) property owners, (6) elected officials, (7) community members, (8) news media, and (9) other stakeholders.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Project Manager must have the (1) ability to sit for long periods of time performing desk work or operating a computer, (2) ability to handle multiple tasks, strict deadlines, new situations, and unexpected obstacles, and (3) ability to maintain cooperative working relationships and to resolve conflicts in a reasonable manner.

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### WORK ENVIRONMENT

The Project Manager will work in a climate-controlled office under artificial lighting, but on occasion will travel to off-site meetings or project sites. Visits to project sites may involve exposure to traffic, dirt, noise, uneven surfaces, and extreme heat or cold. Possession of a valid California driver's license is required to operate a State vehicle.

This position may be 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 expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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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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