

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION D12 Project Delivery Office of Design 2	
WORKING TITLE Office Chief Design 2	POSITION NUMBER 912-250-3155-001	REVISION DATE 05/06/2026

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 Design 2 leads a team of Engineers, 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. Manages the District's annual Minor Projects Program. 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, Equity, Climate Action, Prosperity, Employee Excellence - 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, 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, 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. (Equity, Prosperity - Collaboration, Equity, Innovation, 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, Innovation, 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. (Safety, Equity, Climate Action, Prosperity - Collaboration, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, People First, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage	Job Description
30% E	Manages the efficient development and delivery of Capital projects and various design products in the Office of Design. Ensure that delivered projects are within scope, budget, schedules, and professional quality. Provides general direction and leadership to supervisors in the Office of Design.

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20%	E	Responsible for the development and implementation of policies and procedures. The application of standards and the implementation of design flexibility. The development and implementation of work priorities. Maintains adherence to design delegation agreements and may seek additional delegation authority as appropriate.
10%	E	Manages and provides general direction to various design functional areas including Drainage and Hydraulics, Landscape Architecture, Electrical Design, Traffic Design, Utility Engineering, Pavement Design, CADD Support, Drafting and Value Engineering.
10%	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.
10%	E	Develops and implements resolution of technical and politically sensitive issues consistent with Caltrans and Federal Highway Administration (FHWA) policies, procedures and guidelines.
10%	E	Coordinates various District and Headquarters functions. Resolves timely various administrative and personnel matters. Ensures that Caltrans Goals of Safety and Health, Stewardship and Efficiency, Sustainability, Livability and Economy, System Performance and Organizational Excellence are realized. Ensures excellent performance
10%	M	Participates in District level management 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 Design and others functional areas. Represents the District in statewide design management meetings and task forces.

<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 Civil, Senior Transportation Engineers Electrical and Senior Landscape Architects.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Supervising Transportation Engineer must possess knowledge of current Department and District's Strategic Plan, Business Plan, Mission Vision, goals, objectives and programs and 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, and understanding of the process of change management based on SB486 and SB1 and California Transportation Commission guidelines.

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 design decisions. Assimilate technical and procedural input from various sources, to evaluate that input, to develop alternative courses of action, and to make objective recommendation in all issues relating to design and project development.

Thorough understanding of the project development and delivery process including programming of projects after approval of planning documents, 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 organize or recommend reorganizing the office to attain maximum efficiency while meeting delivery commitments, and ensure that staff within the office perform duties commensurate with their classification, and direct the operation in a manner that achieves performance objectives in the district's business plan.

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

Ability to resolve conflicts arising from projects or staff or in dealing with stakeholders seeking delivery or input into project delivery aspects.

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

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

This management position has responsibility to ensure that projects funded by SHOPP, STIP, SB1 and Reimbursed work are delivered following department policies and guidelines and implementing design standards and flexibility to ensure that the

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design concept meets the scope, the project is within budget and delivered on schedule, and designed within allocated resources. Failure to so can result in the loss of project funding and projects. 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.

### PUBLIC AND INTERNAL CONTACTS

Must work closely with management as well as Headquarters functions, the FHWA, other Federal, State and local agencies to provide the necessary coordination to successfully deliver projects. In addition, the individual must communicate with the general public, local agencies boards, the Legislature, top management, representatives of industry, and others on issues involving the design of transportation facilities.

### 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.

### WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting.

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