

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION HQ/Traffic Operations/Office of Commercial Vehicle Operations	
WORKING TITLE Office Chief, Office of Commercial Vehicle Operations	POSITION NUMBER 913-350-3155-005	REVISION DATE 04/23/2026

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 Division Chief of System Operations, a Principal Transportation Engineer (Manager), the incumbent, a Supervising Transportation Engineer (Manager), serves as the Chief of the Office of Commercial Vehicle Operations.

The incumbent develops statewide policies, practices, and guidelines and provides oversight for the Office responsible for all matters related to commercial vehicle size and weight. This includes issuing transportation permits for oversized and/or overweight vehicles and loads operating on the State Highway System. The incumbent collaborates with internal and external partners to implement tools and technologies that support daily operations, introduce innovations, and enhance the safety and reliability of goods movement throughout the State.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, 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, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Manages, supervises, plans, directs, and coordinates the activities of the Office of Commercial Vehicle Operations, including the functional areas of transportation permits, legal truck access, and oversized/overweight commercial vehicle operations. Oversees the Truck Size and Weight Program under the oversight of the Federal Highway Administration. Directs statewide oversight of terminal and service access and truck restrictions, working closely with district partners. Leads the development and consistent implementation of new and revised statewide regulations, guidelines, policies, procedures, and manuals related to Commercial Vehicle Operations. Ensures alignment and coordination of commercial vehicle operations activities with Caltrans' internal and external partners.
25%	E	Reviews and acts on complex transportation permit requests from public and private sector applicants. Responds to inquiries from the California State Transportation Agency, the Legislature, industry partners, and other stakeholders regarding commercial vehicle operations. Performs duties required under the Standardized Emergency Management System (SEMS) at the request of the Department Operations Center (DOC) during training exercises or emergency incidents; such requests may occur at any time, year round. Collaborates with the California Highway Patrol to plan, maintain, upgrade, and enhance Commercial Vehicle Enforcement Facilities (CVEFs) statewide. Serves as the State Highway Operations and Protection Program (SHOPP) manager for CVEFs. Oversees staff responsible for maintaining a statewide inventory of needs and an up to date asset condition inventory for all CVEF sites.
20%	E	Serves as the Commercial Vehicle Operations office functional manager. Develops and enforces production unit and workload standards to validate allocations and resources of assigned project codes. Develops proposed constrained workload hours and operating expenses (OE) (including contracts) to balance statewide needs with available resources. Oversees the development of contracts and statewide policies, guidelines, and procedures related to program functions. Leads cross-functional teams responsible for implementing strategic objectives and supports the Division and districts in implementing strategic objectives and supports the division and districts in implementing strategic objectives. Participates in the executive leadership team to implement the division's strategic plan. Participates in the development and implementation of the division's strategic and business plans. Ensures that branch functional managers' report production data and support workload development for commercial vehicle operations.
20%	E	Supervision: Supervises, coordinates, and oversees all office staff and operations (including onboarding/offboarding). Monitors office workload, establishes priorities, and develops strategies to increase productivity and performance levels to achieve office/branch targets. Hires, develops, trains and retains staff. Ensures that staff is familiar with the Caltrans' Strategic Plan and the Division's strategic and business plans and principles, and that they understand the office/branch expectations and duties as described in their duty statement. Provides staff the resources needed to perform their assigned duties successfully (e.g. tools, equipment, staff, materials). Schedules work assignments, establishes priorities, and directs the work of staff, making adjustments as necessary due to changing priorities. Coaches and mentors staff and creates opportunities for employee development. Provides staff with feedback on their job performance that entails constructive feedback through regular monitoring of their workload and productivity. Enhances employee morale and engagement by acknowledging good work and contributions through formal and informal appreciation efforts. Takes timely action and collaborates with the Offices of Discipline Services, Health and Safety, EEO, Human Resources, etc. for all disciplinary and personnel-related matters as appropriate. Processes timely probation reports, annual performance reviews, and annual training plans. Establishes and upholds employee expectations and telework agreements (if appropriate) and develops plans and tools to build employee strengths and close performance gaps.
5%	M	Leads and completes a variety of special projects and assignments as needed by the Division Chief and Deputy Division Chief. Assists with emergency response and planning tasks including attendance at emergency operations centers (EOC) as needed. Performs other work commensurate with the Supervising Transportation Engineer (Supervisor) classification. May occasionally act as the Deputy Division Chief of System Operations.

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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 senior level staff and serves as the second line supervisor to engineering and other rank and file staff. Provides guidance to district managers and staff in order to implement strategy, policy, and procedure statewide for the 2070 Traffic Operations Program. May supervise retired annuitants, student assistants, consultants, and contractors.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers is required.

Requires knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; the principles of traffic engineering, traffic safety, and traffic management; highway design; traffic and construction policies, procedures; organizational and engineering functions (both within and outside of Caltrans) that pertain to design, operations, maintenance, and construction of all types of transportation facilities.

Must have knowledge of transportation principles and methods and the ability to apply the national best practices at Caltrans to improve capabilities and success in meeting goals. Must have a thorough knowledge of Caltrans' organization and policies; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management, and evaluation.

Must have the ability to supervise multi-disciplinary, technical staff. As a supervisor, requires knowledge of and the ability to implement principles and techniques of personnel management and supervision; the supervisor's role in equal employment opportunity, health and safety, personnel-related, and labor relations programs; and the processes required to meet their objectives. Requires the ability to communicate effectively (both orally and in writing) with multiple audiences; establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; participate in public contact and represent Caltrans; serve in a consulting capacity to other divisions and districts; and respond appropriately to difficult situations.

Must be able to apply sound judgment in problem solving; work productively in a busy and often changing environment; perform multiple tasks simultaneously; maintain a project schedule; accurately and timely follow-up on issues; and effectively interact with many levels of people in a cooperative manner. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice. Requires proficiency with Microsoft (MS) Office programs (including MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Teams), Adobe Acrobat, Cisco WebEx, and using the Internet.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Traffic Operations Program and the Department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased expenses resulting from lost Transportation System productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Design, Construction, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must: quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity

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and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services. The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and facilitate and maintain a work environment that encourages creative thinking and innovation.

Must have the ability to work with a computer and have manual dexterity. Required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

WORK ENVIRONMENT

This position's headquartered location is Sacramento, CA. While at the base of operation, the incumbent works in a climate-controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent is required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent is required to travel within the state and may be required to travel out-of-state for business operations. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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.

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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