

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D03 / PPAM / PROG DEV & PROJ MGMT
WORKING TITLE Assistant Project Manager	POSITION NUMBER 903-100-3135-XXX
	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 Program and Minor Branch Manager a Senior Transportation Engineer, the Assistant Project Manager is responsible for assisting or acting on behalf of Project Managers in the delivery of projects within scope, cost, schedule, and resources. The Assistant Project Manager will also act as Project Manager for less complex projects (Minors, Capital Maintenance, Landscaping, etc.). Regular and punctual attendance is required.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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, Employee Excellence - Collaboration, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Innovation)
- **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. (Employee Excellence - Innovation)
- **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, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Integrity)
- **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 - Integrity)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Climate Action, Employee Excellence - Equity, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Climate Action, Employee Excellence - Equity, Integrity)

TYPICAL DUTIES:

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

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50%	E	The Assistant Project Manager is responsible for helping to manage and facilitate the development and engineering administration of the project from inception through completion of the construction contract. These projects include STIP; SHOPP, Director's Orders, seismic projects, Minors, and other Capital Outlay funded projects. The Assistant Project Manager is also responsible for coordination of Project Delivery efforts with cooperating agencies, developers and consultants. In support of, and in coordination with the Project Manager work with the Project Development Team in negotiating a Project Workplan for scope including engineering documents and contracts, schedule, and cost; managing both capital and support costs; and monitoring actual against planned costs. Assist Project Manager by identifying possible schedule or resource problems, functional workload peaks, or other conditions that may jeopardize project delivery. Assist the Project Manager in analyzing the status of projects and recommend approval of functional input in the Workplan Status. May also act as Project Manager for less complex projects (minors, capital maintenance, landscaping, Director's Orders etc.).
20%	E	Review project development products such as PSR, PSSR, PR, PS&E, freeway and cooperative agreements, and other technical reports for consistency and standards conformity as identified in the Project Development Procedures Manual in management of project scope, schedule, and cost, managing both capital and support costs. May develop cooperative agreements, maintenance agreements and memorandums of understanding for local agencies. Acts as the central contact for all communication with local agency and/or developers in determining responsibilities of cooperative parties.
15%	E	Manage and coordinate project internal and external activities and team meetings. Discuss potential "Funded by Others" projects with developers and local jurisdictions.
10%	E	Collect project information, audit project information for errors, perform project-specific transportation programming activities, monitor project charging.
5%	M	Assist with assembling a project team of functional managers, local representatives, stakeholders, and permit agencies as appropriate, to ensure project completion on schedule, within budget, while maintaining the overall quality of the project.

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

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A professional license as a registered engineer in the state of California is preferable for this position. This position requires thorough knowledge of all phases of transportation engineering, including the project development process; funding and budgeting; principles and techniques of project management, technical competency in the development of proper project initiation, scoping documents and technical reports, analyze technical reports, project plans, understand design details and make recommendations on project alternatives. The incumbent must analyze situations accurately and develop an effective course of action. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally. The incumbent must have general knowledge in scheduling, managing and statusing Caltrans capital outlay projects, the Caltrans Work Breakdown Structure (WBS) and Resource Breakdown Structure (RBS). Also required is a broad, knowledge of various database programs such as FileMaker Pro, Excel, and Oracle.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making average technical and/or engineering decisions which may affect the development and construction of transportation related projects. Improper judgments and errors made by the incumbent could result unsafe highway conditions, a reduction in the operations of highways or the unnecessary expenditure of limited state resources. Failure could result in a detrimental effect on the Department and the State.

The incumbent is responsible for their actions, decisions, quality of completed work, and use of state time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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PUBLIC AND INTERNAL CONTACTS

The incumbent may have contacts with other Caltrans employees and supervisory staff within their district and/or headquarters programs, other local, staff and federal agencies, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to move heavy objects within an office or over various types of terrain; stand or sit for prolonged periods; bending; stooping, and/or kneeling. The incumbent should have problem solving, analysis and reasoning skills. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems.

WORK ENVIRONMENT

The incumbent may work in a climate-controlled environment, with artificial lighting in an office building, field office, laboratory or trailer. Travel to work sites for field work and other travel as required. Working at night and overtime may be required. The incumbent may be exposed to loud noise; dust; chemicals; and extreme weather conditions.

Possession of a valid driver's license is required when operating a state owned or leased vehicle.

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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