

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

|   |                                     |               |
|---|-------------------------------------|---------------|
| CLASSIFICATION TITLE<br>Principal Trans Eng, CT           | OFFICE/BRANCH/SECTION<br>District 1 |               |
| WORKING TITLE<br>Last Chance Grade Tunnel Program Manager | POSITION NUMBER<br>901-200-3152-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 District 1 Director, the Last Chance Grade Tunnel Program Manager is responsible for the management and implementation of all aspects of the tunnel project on the Highway 101 corridor in Del Norte County. The Tunnel Program Manager will be the focal point for Caltrans with legislators, local agencies, permitting agencies, and other partners and stakeholders pertaining to the project. The project will incorporate all phases of project development from design through construction, including overall project quality assurance activities.

**CORE COMPETENCIES:**

As a Principal Trans Eng, 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. (Prosperity - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Integrity)
- **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. (Prosperity - Integrity)
- **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. (Prosperity - Collaboration)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - 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. (Prosperity - Pride)
- **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. (Prosperity - Collaboration)
- **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 - Pride)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Equity)

**TYPICAL DUTIES:**

| Percentage<br>Essential (E)/Marginal (M) <sup>1</sup> | Job Description   |
|---|---|
| 50% E   | Act as the project focal point in decision making and negotiations with legislators, external regulatory agencies at the local, state, and federal levels, and with local businesses and property owners. Establishes and maintains partnerships with local communities and agencies with an interest along the corridor, including but not limited to Del Norte County Association of Governments (SBCAG), Federal Highway Administration (FHWA), California Coastal Commission (CCC), to name a few. Coordinates with the Public Information Office for all media inquiries and events pertaining to the project. Facilitates a seamless migration of the project into the State Highway System regarding State standards, local law enforcement, and community objectives. |

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| 25% | E | Provides consistency and general direction to staff in project management, design and construction of the Last Chance Grade tunnel project. Monitors, coordinates, forecasts and reports on all activities required to ensure the successful delivery and completion of the project. Works with functional managers, consultants, coordinates activities associated with construction by consulting with the contractor on the use of the Construction Manager General Contractor delivery method, establishes project work plans (scope, task, schedules, staff requirements, budgets, quality procedures, etc.) and negotiates project resource commitments. Manages and coordinates activities to effectively utilize resources and staff to achieve project objectives. Responsible for planning and directing the quality assurance efforts to ensure project priorities and schedules are met. |
| 10% | E | Responsible for project compliance on all legal issues, environmental guidelines, State and Federal law and policies regarding the expenditure of public funds and compliance with FHWA regulations.   |
| 10% | E | Collaborates with the District 1 Executive Management Team by collaborating with other Executives in developing policies, determining objectives, staffing issues, workload projections, resource allocations, and budget redirection, as appropriate.   |
| 5%  | M | Represents the District at community, regional, and statewide meetings. Provide timely and accurate project status information. Ensures and monitors standards for customer service for both external and internal customers.  |

<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**

The incumbent will supervise Office Chief level staff and may provide direction and guidance to project teams working on projects within the corridors. The incumbent will have guidance over a multi-disciplinary staff and assist in guiding North Region Project Delivery and Division of Engineering Services staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

This position requires in-depth knowledge of:

- Principles and current practices of public transportation works management and administration.
- Entire project delivery process, including phased approaches and construction manager general contractor (CMGC) methodology - Principles and practices of project and organizational management, including cost and schedule control measures and construction management procedures
- Director's Policies and Departmental Directives
- Functions of Federal, State, and Local Governments relative to transportation programs
- Funding practices of Federal, State, and Local Agencies relative to transportation programs
- Objectives and processes to meet the Equal Employment Opportunity responsibilities, Title VI Federal Guidelines, and applicable Federal, State, and local laws as they apply to projects in the corridor

In addition, the position requires the ability to:

- Manage the work of a multi-disciplinary professional and administrative staff
- Provide direction in a variety of operational settings and integrate the activities of a diverse program to attain goals
- Develop cooperative working relationships with representatives of all levels of government and the public
- Analyze complex issues and recommend and adopt effective courses of action
- Implement the equal employment objectives
- Communicate successfully both verbally and in writing to all organizational levels and across a wide variety of professions

Tunnel Program Manager analyzes and acts on complex and unique public transportation works management and administrative issues. Extensive analytical and interpersonal skills are required to:

- Develop strategic plans
- Resolve complex conflicts
- Advise on complex engineering issues
- Provide project direction and leadership

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Tunnel Program Manager acts as required in the District's Delegation of Authority. Poor judgment may unnecessarily delay projects, increase costs, permit lower quality of work, permit potential mismanagement of public funds, and bring discredit to the Department and the State.

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### PUBLIC AND INTERNAL CONTACTS

The Tunnel Program Manager will have extensive contact with local partners, State agencies, Federal agencies, District personnel, North Region personnel, Division of Engineering Services personnel, consultants, contractors and the public. The Corridor Manager will be expected to speak in public at Board meetings, public meetings, Agency hearings, and internal meetings.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include the ability to move cumbersome reports, plans, and boxes from one location to another. The workload is subject to frequent, substantial and unexpected changes. This position requires sitting for some periods of time using a keyboard and computer screen. Incumbent must be able to meet external and internal stakeholders on-site as well as travel to 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 project needs.

Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged situations; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity, yet remain optimistic even under adversity. Must be able to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, and be tactful and treat others with respect.

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### WORK ENVIRONMENT

While at the base of operation, Tunnel Program Manager will work in a climate-controlled office under artificial lighting. The employee will be working in a closed office environment and team atmosphere. Travel for meetings and to construction job sites are required. While at outdoor job sites, employee will be exposed to noise, dust, and variable weather conditions, and will be required to walk on uneven terrain. Travel to various locations statewide may be required.

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

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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