

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Pavement Program/Pavement Recycling & JOC	
WORKING TITLE Pavement Engineering	POSITION NUMBER 913-601-3161-017	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under general direction of a Supervising Transportation Engineer in the Office of Pavement Recycling and Job Order Contracting, the incumbent will assist in providing technical expertise to Caltrans district, headquarters and Pavement Program staff regarding all aspects of Cold Recycling specifications, quality characteristics, testing requirements and training. The incumbent will be involved in developing, revising, and updating specifications, special provisions and test methods; serving on statewide task forces; preparing technical reports, guidelines and manuals; and evaluating new products related to Cold Recycling pavements. The incumbent will also work in partnership with industry and academia on issues regarding Cold Recycled materials; respond to inquiries from the district on projects; help in the forensic investigations related to pavement failures; prepare technical reports; and track the performance of pilot projects.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, People First, Pride)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Prosperity - Collaboration, Innovation, People First, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, 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, Employee Excellence - Collaboration, Equity, Innovation, People First, 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, Prosperity, Employee Excellence - Integrity, Pride, 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. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Equity, Climate Action - Equity, Innovation, People First, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Climate Action - Collaboration, Innovation, Integrity, People First)

TYPICAL DUTIES:

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

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40%	E	Coordinates the Department's efforts in the implementation of cold recycling. Plans, coordinates and performs focused studies to provide the Department with recommendations and implementable strategies for the use of recycled materials in design, construction maintenance and rehabilitation of asphalt pavements. Serve as Caltrans and Office of Pavement Recycling and Job Order Contracting's representative on statewide task forces and committees. Attend and participate in technical meetings and conferences with Caltrans and industry to influence the development of materials specifications and test methods applicable to Caltrans operations.
30%	E	Serves as Caltrans and Office of Pavement Recycling and Job Order Contracting's representative on technical panels and committees. Attends and participates in technical meetings and conferences both within California and nationally to keep abreast of the state-of-the-art, to encourage and provide guidance for studies beneficial to Caltrans and to influence the development of specifications and test methods applicable to Caltrans operations. Provides guidance and information to districts and Headquarters Construction, Design and Maintenance personnel regarding Cold Recycling materials throughout all phases of testing, design, specifications, construction, maintenance, and rehabilitation.
10%	E	Responsible for investigation, testing analysis and reporting of special studies for Cold Recycled pavement materials. Assist the Supervising Transportation Engineer in developing information for special assignments.
10%	E	Prepare and review technical reports and correspondence as appropriate. Work with Industry/contractors in the development of specifications. Develop training materials and guidance on cold recycling strategies. Make presentations at Resident Engineers, Design Engineers and Material Engineers meetings.
10%	M	Performs other staff duties as required to ensure efficient functioning of the Office of Pavement Recycling and Job Order Contracting.

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

Incumbent is not responsible for direct supervision of staff. Incumbent may act as a lead worker and/or direct work of lower level staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of Caltrans' organization, transportation engineering, Departmental policies, transportation economics and procedures. A broad and in-depth knowledge of the Department's project delivery design, construction, policies, procedures, standards, and other factors relating to the delivery of transportation facilities is essential. A detailed knowledge of organizational relationships and engineering functions internal and external to the Department that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is a must. Knowledge of state and federal statutes and regulations as they pertain to the delivery of transportation projects is highly desirable.

Based on experience and expertise, must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties. Must be creative and innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvement to achieve program goals. The incumbent must be able to assimilate technical and procedural input from various sources, evaluate that input, develop alternative courses of action, and make objective recommendations on issues relating to accelerating project delivery. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. The incumbent must effectively communicate with department management, industry representatives, the general public, Federal, State and local agencies on issues involving transportation facilities. The incumbent must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and decisions in special studies and procurements relating to HM project delivery. Inadequate consideration of all relevant factors could result in economic loss to users as well as loss of credibility with public agencies and the general public.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain continuous personal contact and cooperative working relationships with Districts, Regions, and Headquarters personnel and management. Establishment of personal contacts and working relationship with outside agencies and organizations may be necessary. In addition, the individual must effectively communicate with the general public, the

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Legislature, management, industry representatives and others on issues involving complex transportation issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position will require an excellent state of mind and the ability to make clear, timely judgments under pressure. It also requires teamwork orientation to openly discuss issues and reach consensus. May require traveling to the Districts periodically.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The use of a computer is essential. Travel to the Districts and the conferences will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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
