

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION D7/Planning Division/Office of Project Initiation	
WORKING TITLE Office Chief, Project Initiation	POSITION NUMBER 907-186-3155-001	REVISION DATE 01/01/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Deputy District Director for Planning, Goods Movement, and Local Assistance, the Supervising Transportation Engineer is responsible to direct and have charge of the Office of Project Initiation and six branches that produce Project Initiation Documents (PIDs). This activity involves directing engineering feasibility studies, preparing conceptual plans based on preliminary geometric designs, calculating preliminary cost estimates, and providing direction and approval on all final reports. The Supervising Transportation Engineer must possess and maintain a professional Civil Engineer license recognized by the State of California.

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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

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

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50%	E	Directs, reviews, and approves all Project Initiation Documents (PIDs), a required element of the planning phase of project development for programming projects. The incumbent will oversee and use expertise to ensure timely preparation, production, and approval of reports, as required to meet project schedules. The incumbent will write reports, respond to correspondence, study alternatives, review and approve project plans and cost estimates, review and approve PIDs and estimates for completeness and accuracy. The incumbent provides technical quality assurance and supports local agencies and private developers in developing PIDs sponsored by those entities.
15%	E	Reviews and approves project study reports, feasibility studies and special studies, and be familiar with reviewing the past and current local development review (LDR) documents and project proposals by other agencies, permit proposals, and proposed right-of-way air-space leases.
15%	E	Serves as Program Manager of allocations by providing resource allocations of funds and personnel resources to all District 7 divisions, as well as other district funded offices or branches.
10%	E	Manages the daily operation of 40 to 50 positions and directs the daily operations of six Senior Transportation Engineers, one who supervise six to 10 positions each. Adheres to the district hiring practices, Equal Employment Opportunity Program, and all District and Deputy Directives released and revised.
10%	M	Serves as the District lead expert in reviewing all Project Initiation Documents (PIDs) to assist the Legal Division in preventing or curbing tort liability against the Department or District 7. The incumbent is expected to review all PIDs for accuracy in preparation of oversight produced by local agencies and those projects for programming in the STIP and SHOPP. The incumbent co-chairs the District Program Advisors' Council and will lead as the liaison to private developers and hired consultants in concert with local and private entities who submit PIDs for programming.

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

The Supervising Transportation Engineer will supervise six Senior Transportation Engineers, a Senior Transportation Planner, and an Associate Governmental Program Analyst.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A professional knowledge of state of the art principles and standards of transportation facility selection, including the transportation engineering process for development of transportation systems; traffic analysis including VMT, safety, operations, capacity, multi-modal outcomes, and person throughput; and engineering economics. The ability to exercise expertise reviewing transportation performance in terms of service, safety and cost-effectiveness: lead by directing oversight techniques to prepare comprehensive reports or studies and investigations; coordinate or direct field reviews; direct studies involving multi-agency and multi-disciplinary coordination. The work is complex and broad in scope. The work requires effective communication and analytic skills enabling the incumbent to create and develop effective decisions citing Federal and State requirements and interpreting both the Government Code and the Federal Highway Administration policies and guidelines. The incumbent will also need to administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively while speaking as a representative of the District; analyze situations accurately and adopt an effective course of action; communicate effectively; contribute to the Department's Illness and Injury Prevention Program/Safety and Health; and achieve affirmative action and labor relations objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for assuring the professional integrity of recommendations based on proper use of engineering principles and analysis, and for interpreting departmental policies relative to transportation facilities. Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department. Errors in interpretation of the Department's Equal Employment Opportunity Program or any State Personnel Board rules and regulations regarding hiring practices may result in liability for the Department. Any errors in the process of disciplinary actions or the interpretation of the Department of Personnel Administration policies may also result in liability for the Department.

PUBLIC AND INTERNAL CONTACTS

Frequent contact is required in person, in writing, and by telephone with personnel within the Department, other agencies, private

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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interests, political representatives, and the public at-large. The incumbent will be designated as the primary contact for political and high level correspondence that is required for in-house, local, and federal projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to move large or cumbersome plans and project documents from one location to another. The incumbent may be required to drive long distances for project related activities. The incumbent may be required to travel for training purposes to various locations throughout the State of California. The incumbent is expected to maintain an even mental balance of analytic process for multiple projects. Accelerated project schedule may be introduced, and the incumbent is expected to maintain emotional stability under stressful and rapid-paced working environment. The incumbent may be required to sit for long periods of time using keyboard and video display terminal.

WORK ENVIRONMENT

While at his/her base of operation, employee will work in a climate-controlled office under artificial light. Employee may work at workstations within shared cubicles. Employee may be required to travel. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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.)

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
