

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Headquarters/Maintenance & Operations/Executive Office	
WORKING TITLE Clean California Program Manager	POSITION NUMBER 913-600-3155-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 Clean California Program Director, a Principal Transportation Engineer, the Clean California (CC) Program Manager will have overall responsibility for the oversight and management of delivering CC state beautification projects. In addition, the incumbent will provide guidance to senior level project managers. The incumbent assigns work and monitors timely delivery of capital projects within cost, schedule, scope, and budget. Advises CC Program Director and team on critical issues that impact program and project delivery. Represents the CC Program Director to multi-functional teams spread across several divisions and all districts within the Department.

This position supports the Deputy Director of Maintenance and Operations and the Clean California Program Director and assists with delivery and management of the \$1.1 billion budget and leadership of an interdisciplinary program run by a multi-functional team spread across several divisions and all districts within the Department.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Climate Action, Employee Excellence - Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **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. (Prosperity, Employee Excellence - Equity, 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 - Collaboration)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - 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. (Prosperity - 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, Climate Action - Collaboration, Equity, Pride)
- **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. (Employee Excellence - Collaboration, Innovation)
- **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. (Prosperity - Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

25%	E	Accountable and responsible for decision, actions, and consequences inherent in the planning, organizing, directing, and monitoring of activities related to CC state beautification projects. Provide guidance to CC senior project managers responsible for the delivery of complex projects. Accountable and responsible for ensuring all projects are delivered within the scope, schedule, and budget established for each project by component. Maintain and update project status and progress tracker regularly. Track project milestones, deliverables, and key performance indicators. Resolve internal and external issues that could delay project delivery.
25%	E	Provide guidance and support to district project teams regarding project delivery processes and procedures. Work with the district teams to identify high-priority work that needs to be accelerated. Address inquiries and resolve issues related to project delivery promptly and effectively. Utilize project management principles to help solve critical project issues elevated by CC project managers. Lead CC project managers in identifying strategies to address significant project risks and issues as they arise. Elevate issues of concern to the CC Program Director with recommendations for addressing these issues.
20%	E	Support district project teams in resolving project delivery issues, such as cooperative agreements and job order contracts (JOCs). Collaborate with relevant stakeholders to identify solutions and implement corrective actions. Participate in district meetings to review project schedules, milestones, and deliverables. Coordinate with district teams to address project-related challenges and mitigate delays. Provide recommendations and strategies to ensure timely project completion. Provide leadership in all decisions that concern any scope, schedule, or budget changes. Responsible for informing CC of significant project and program issues and risks.
15%	E	Oversee the management and accuracy of district PRSM project data, including the completeness and correctness of data entries. Collaborate with district staff to address any discrepancies or inconsistencies. Oversee the review of draft budget adjustment forms (BAFs) and funds requests (FRs) prepared by the district teams, including the accuracy and completeness of project details, budget estimates, and justifications. Provide feedback and recommendations to ensure the quality and compliance of submitted documents.
10%	E	Analyze situations and take appropriate action. Ensure completed staff work by performing quality assurance reviews for various project related documents required for project delivery. Work on special projects, assignments, emergency responses and other duties as required by the CC Program Director and serve as acting capacity when designated.
5%	M	Represent CC at various meetings and act as a liaison between CC and district staff.

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 establishes and provides functional guidance to hundreds of employees who perform CC related duties, across all Divisions, geographically located throughout the State of California, and may provide guidance to engineering, administrative, and maintenance managers and/or staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a good working knowledge of the fundamentals of leadership, project management principles, engineering, and the project development process. The following are knowledge, abilities, and analytical requirements necessary for this position:

- Ability to administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively both orally and in writing.
- Familiar with Design, Construction, Environmental, Program Project Management, Maintenance and Right of Way activities, as they pertain to the project delivery process.
- Ability to evaluate and make recommendations concerning the policies and procedures, with effect on delivery.
- Ability to properly manage the delivery of a program of complex transportation projects.
- Ability to communicate clearly and concisely in written and oral presentation.
- Ability to implement Project Program Management principles.
- 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out assigned duties relating to the functional

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

management of the CC Program statewide.

Failure to meet commitments as prescribed by Federal, State and local mandates could result in loss of funding and damage to the Department of Transportation's credibility, leading to conditions that may endanger the traveling public and increase liability. Not considering all factors could lead to inconsistent or inappropriate decisions affecting safety, traffic, operations, could result in economic losses to the State and highway users, and could negatively impact the population of California. Errors or ineffective decisions on this part of this position could expose Caltrans to criticism and seriously restrict the operating capability and flexibility of the CC Program.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents Caltrans and participates in meetings and dealings with Federal, State, regional and local agencies, elected officials, and the public. In addition, the incumbent makes frequent presentations and maintains good working relationships with other Programs, Districts and local jurisdictions. The incumbent may lead or participate in internal and external task force groups and committees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work in a high-pressure and fast-paced environment while simultaneously maintaining strong communication and close interpersonal relationships. Ability to develop and lead strong teams, leverage resources, respond to difficult situations, recognize emotional and politically charged issues, and acknowledge various perspectives.

Strong emotional intelligence required to develop and maintain productive working relationships; respond appropriately to multiple workload requests and conflicting deadlines

Sustained mental activity for writing, editing, reviewing, collaborating, problem solving, conducting analysis and related tasks. The ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; and demonstrate a sense of responsibility and commitment to public service.

The incumbent may be required to sit for long periods of time, using a computer, keyboard, video, engaging in meetings, writing and reviewing documents.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments including a teleworking environment. In the office setting, incumbent must be able to stand or sit for prolonged periods of time. Incumbent will be exposed to artificial lighting in a climate controlled area.

Intermittent travel throughout the state may be required to meet with internal and external stakeholders. Incumbent must be able to travel using a car and/or public transportation and/or commercial transportation.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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