

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION HQ/Division of Maintenance/Office of Specialized Field Services	
WORKING TITLE Statewide Litter Abatement & Clean California Program Advisor	POSITION NUMBER 913-690-3161-015	REVISION DATE 03/03/2026

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 Office Chief, a Supervising Transportation Engineer, the Statewide Litter Abatement and Clean California Program Advisor manages and directs the work of the Litter Abatement and Graffiti Programs to effectively implement the Department's Litter Abatement Plans, Litter Abatement Action Plan, Carcass removal and other litter-associated programs in the Office. This includes developing and maintaining statewide litter abatement policies, procedures, and manuals. The incumbent will also serve as the Clean California (CC) Program Advisor for the Division of Maintenance and is responsible for managing, planning, organizing, directing, monitoring and oversight of the Maintenance lead CC initiatives.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Employee Excellence - Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Equity, 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. (Safety, Employee Excellence - Collaboration, 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. (Safety, Employee Excellence - Collaboration, Equity, 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. (Employee Excellence - Integrity)
- **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 - Collaboration, Equity, Innovation, Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Employee Excellence - Collaboration, Integrity)
- **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 - Collaboration, Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration, Innovation, Integrity)

TYPICAL DUTIES:

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

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30%	E	As a specialist, direct staff for project management, to develop and oversee the implementation of the statewide Litter Abatement and Clean California (CC) Programs. This includes developing and maintaining statewide litter abatement policies, procedures, manuals, and implementation and management of the Litter Abatement Plan (Plan). Represents the Division of Maintenance at inter-agency meetings, task forces, committees and public hearings or meetings, which have the potential to impact the litter abatement effort. Coordinates, develops, reviews, and recommends best management principles, policies, procedures and standards for applicability of Plan and Action Plan, including necessary revisions and amendments. Reviews and interprets guidance and policy to ensure effective oversight and safety for local and inter-agency partners managing the Back-to-work/ Re-entry or similar programs, that assist with maintenance activities on the State Highway System. Works with external partners including, but not limited to, California Coastal Commission, California Highway Patrol, Cal Recycle, and others to organize and plan for litter related events such as Caltrans Litter Day (also known as the Great American Clean-Up) in April and Coastal Clean-Up in September.
30%	E	Provides statewide leadership, and management of the CC statewide litter abatement activities including, but not limited to, monitoring litter abatement activities, compile and analyze litter data, update dashboards, and prepare reports for HQ, Districts, and external requests. Provides recommendations and administers statewide priorities, policies, procedures, objectives and specifications. Reviews and interprets policy related to the CC, Litter Abatement Program and Adopt-A-Highway Program. Ensures cross functional considerations are included in the decision making process, including coordination with Federal, State, regional and local agencies, other Caltrans programs, and the public concerning the scope and content of CC initiatives. Develops and maintains working partnerships and joint activities with state and local partners. Coordinates CC and litter abatement activities with HQ Divisions and District Liaisons. Provides recommended solutions for highly technical or politically sensitive issues impacting CC and litter abatement projects. Travel and field visits to the districts to assist with implementation and management of statewide litter abatement policies, procedures, manuals as needed.
25%	E	Prepare written correspondence, reports, legislative reviews, action requests, address internal and external correspondences related to litter, compile and analyze statistical data and prepares other written material as needed in support of the Department's efforts and goals. Responsible for developing and reporting data related to litter abatement activities including, but not limited to, developing dashboards using Tableau, GIS map web viewer and dashboards, tracking, monitoring, and reporting using Integrated Maintenance Management System (IMMS).
10%	E	Assist with managing contracts associated with litter removal efforts to include, but not limited to, inter-agency and cooperative agreements with other State and local agencies, including rehabilitation programs. Coordinates, and oversees contracts and edits contract templates for typical litter-related contracts and manages any master contracts related to the Litter Abatement Plan.
5%	M	Acts as Office Chief when required, and assists, as needed, other programs in the office.

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 incumbent acts as a lead worker and provides direction and guidance to staff. May directly or indirectly provides functional guidance to maintenance employees performing CC and litter abatement activities within the Division of Maintenance.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a thorough knowledge of: public transportation management and administration; principles and practices of project and organizational management; functions of Federal, State and local governments within the area of transportation; and funding practices at all levels of government, knowledge of highway design, traffic and maintenance policies, procedures, standards and other factors relating to highway transportation. Must possess a thorough knowledge of district and statewide Division of Maintenance functions, and the mission, goals, organizations, policies and procedures of the Department of Transportation. This position requires an extensive background in preparing and delivering oral presentations, along with the ability to develop and prepare written documents, compile and analyze data, and direct cooperative working relations with representatives of all levels of government, the public, and Legislature. The position requires knowledge of organizational and engineering functions, both within and outside of Caltrans, that pertain to design, operations, maintenance and construction of all types of transportation facilities.

The incumbent must analyze and resolve highly complex and/or politically sensitive problems and inter-agency and public relations issues. The duties and responsibilities assigned to this position require a high degree of maintenance operation

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expertise and understanding. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action, reason logically and creatively, and make objective recommendations in all issues in relation to Division of Maintenance operations.

Must have a working knowledge of maintenance functions, including safe operating practices, Landscaping and Maintenance practices, buildings and associated improvements, roadside management, contract management, and the principals of program management and procedures of the Department. Must be familiar with field maintenance activities and the IMMS system to track and monitor field maintenance activities.

Must be able to judge work quality and performance, interpret Departmental policy, and demonstrate leadership abilities. Must be able to work independently and as a member of a team, as the work requires. Must be able to understand changing priorities and remain flexible, work as a member of a team and be flexible in a changing environment.

Ability to plan and organize multiple concurrent activities; advise management on a wide range of matters concerning policy development of maintenance functions, integrated vegetation management, highway planting and roadside management. The incumbent must have the ability to analyze complex problems, evaluate technical data and recommend effective courses of action. Must be able to make objective recommendations for maintenance related issues.

The work and responsibilities assigned to this position require that the incumbent possess knowledge and expertise of engineering principles as applied to computer applications and Maintenance operations. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources and to make objective recommendations in maintenance related issues. Must have a basic understanding of analytical study procedures as they relate to accessing and manipulating data from large computer databases.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for independent action and decisions in all efforts relating to Clean California roadside enhancement efforts, including litter abatement activities. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as a loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decision-making. Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public.

Acts as the Department's advisor for litter abatement and help manage various contracts with outside partners. Is responsible for independent action in carrying out assigned duties relating to policy development of related functions. The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate use of resources, procedural errors being incorporated into manuals and contracts, and the misapplication or loss of resources. This position is expected to work closely with Division Managers.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts, Regions, and Headquarters personnel, management and executive staff. Contacts will involve formal and informal communications with Deputy Directors, Division Chiefs, senior managers and program staff. Collaboration with other Headquarters Executive Management and District staff will be required. Establishment of close contacts and working relationships with outside agencies and organizations is also essential.

Incumbent will have frequent contact and must effectively communicate with the general public, representatives of local, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies, such as, Department of Finance, Governor's Office, California State Transportation Agency, representatives of the State legislature, other transportation stakeholders, and industry representatives on complex complete streets issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to sit for long periods of time using a keyboard and video display terminal. Will be required to perform multiple tasks simultaneously. Incumbent must be able to multi-task, adapt to changes in priorities and work on tasks with short notice. Must be able to concentrate in order to review and create technical documents and maintain cooperative relationships with others. Will be required to meet deadlines and deliverables, sometimes with tight time-frames and/or involving controversial issues. Working irregular hours may be required in order to meet project deadlines. Requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork to openly discuss issues and reach consensus. The position requires developing new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The work setting is primarily open space with modular furnishing in a climate-controlled office. Employee may be required to work in close proximity to traffic as part of site or

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activity reviews. Employee may be involved in meetings and discussions with other agencies and/or parties, which may be less than amicable. The use of a laptop is essential. Travel to the districts and off-site meetings will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays.

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