

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION D7/Transportation Safety & Operations	
WORKING TITLE Office Chief	POSITION NUMBER 907-355-3155-001	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 the District 7 Chief Safety Officer (Principal Transportation Engineer), the Office Chief is responsible for developing and implementing safety strategies and improvements within the greater Los Angeles and Ventura Counties. S/he is responsible for planning, management, supervision, direction, and coordination of efforts within the Division of Transportation Safety and Operations, as well as District and Headquarters programs, including capital project delivery.

The incumbent oversees functions that support the District and Department in implementing a Safe System Approach on the State Highway System to help California meet its Strategic Highway Safety Program and Highway Safety Improvement Program goals. The Safe System Approach aims to eliminate fatal and serious injuries for all road users, and it does so through holistic view of the road system that first anticipates human mistakes and second keeps impact energy on the human body at tolerable levels.

Must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors and Geologists.

Must possess a valid California Driver's License.

**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.

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

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35%	E	<p>Plans, directs, manages, implements, and monitors the various programs and functions of transportation safety improvements and facility/system operations strategies to meet the strategic and business needs of the Department, District and Safety Programs.</p> <p>Engages stakeholders, seeks out opportunities and champions the implementation of the Safe System Approach. Builds and sustains partnerships with various agencies and Departments to successfully accomplish transportation system development activities and related assignments. Utilizes emerging principles, and other existing or emerging analytical models/simulation tools, corridor/system monitoring techniques, performance dashboards and decision support systems to continually operate and improve safety.</p>
15%	E	<p>Is responsible for ensuring that the Safety Program related program production, and performance targets for each corridor is timely and effectively achieved. Reports progress on meeting targets on regular basis to the management, stakeholders, and the Directorate. The incumbent ensures that timely and accurate safety and operational technical studies and analyses are performed by engineering, planning and project development team staff in response to various safety needs of the corridors.</p> <p>Assures that safety aspects of corridors are integrated into the District and Caltrans' plans, programs and financial documents, including the Interregional Transportation Improvement Program (ITIP), State Transportation Improvement Program (STIP) and State Highway Operations Protection Program (SHOPP). Coordinates with internal and external partners to infuse innovation, system management and safety concepts into various Regional Transportation Plans (RTP) and programs, infrastructure and corridor construction, and operations and maintenance. Works closely as a team member with the Division of Transportation Planning on related aspects of safety planning and programming, comprehensive corridor plans, connected vehicles/infrastructure, commercial vehicle operations and freight element planning.</p>
15%	E	<p>Oversees staff technical reviews and supports the development and delivery of capital projects with safety and operational improvement needs.</p> <p>Communicates effectively, exercises proactive internal/external stewardship, and represents the District and the Department in contacts with: local, state and federal agencies, industry representatives, special interest groups, academia, emergency responders, law enforcement, community advocacy groups, general public and the Legislature as it relates to sensitive or complex transportation safety and legal issues and challenges.</p> <p>Prepares technical and plain language correspondence, responds to inquiries from public officials, citizens, and other state and local agencies. Provides input on proposed legislation, directives, guidelines and policy documents that require Departmental review. Attends town hall meetings, meets with local agencies on a regular basis, meets with citizens to explain and/or resolve concerns regarding the safety and operations of the State Highway System. Provides legal reviews as required, attend depositions, provides court testimony as expert witness, or as person most knowledgeable.</p> <p>Provides direction for consultants or local agency staff performing engineering work related to the development of transportation projects funded by Caltrans, local agencies or private entities; manages engineering contracts with public/private entities; reviews permit and consultant work proposed to be performed on State right-of-way and/ or facilities.</p>

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15%	E	<p>Develops personnel and fiscal resource requirements, monitors use of personnel and expenditures in meeting engineering project and operations schedules; coordinates with Divisions of Planning, Project Management, Design, Construction, Maintenance, Traffic Operations, Safety Programs and with other internal and external staff in developing Capital Outlay project work plans, resource allocation needs and expenditure plans; assesses program/project risks and formulates alternatives/mitigation paths and presents information to the management and other stakeholders as needed.</p> <p>Ensures proper charging practices are followed and takes corrective action as necessary to stay within Office's allocations. Provides supervision, leads the Transportation Safety business processes to ensure that resources and efforts focus on highest priority objectives and activities; ensures consistency and integration with statewide policies and allocated resources.</p>
15%	E	<p>Manages development of workforce knowledge, skills and abilities and ensures that personnel have the most current and accurate information, tools, and resources to enable and empower them to make informed decisions, to take intelligent risks and to take prudent course of action. Utilizes motivational techniques, provides on-the-job training and facilitates formal staff development and professional capacity building; provides instructions, mentoring and assistance to staff in performing their functions; evaluates performance and prepares staff development and training plans; takes proactive preventive steps and administers corrective action when necessary.</p> <p>Ensures that staff possess full knowledge of Caltrans' policies including Equal Employment Opportunity, Ethics, Workplace Violence Awareness, Sexual Harassment Prevention and other Directives.</p>
5%	M	<p>Supports innovation, research and tests of new technologies and strategies to improve transportation safety and performance monitoring. Assists in preparing Budget Change Requests. Leads and completes a variety of special projects and assignments as needed by the Chief Safety Officer and Deputy District Director. Performs other work commensurate with the Supervising Transportation Engineer (Supervisor) classification. May occasionally act as the D7 Chief Safety Officer.</p>

<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**

Provides management direction and direct supervision to a multi-disciplinary group of professionals that may include three to eight senior level Transportation Engineers, Program Analysts, Staff Services Managers and other administrative personnel. The workforce includes Registered Professional Engineers. May occasionally manage other engineering classifications, temporary help, retired annuitants and student assistants as business needs necessitate. May occasionally act for the Principal Transportation Engineer.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Ability to lead, motivate and manage a multi-disciplinary groups and teams to accomplish complex objectives and competing priorities. First-hand knowledge of principles of effective management, supervision, employee recognition and disciplinary techniques, a manager's responsibility for promoting equal opportunity in hiring, retention, development, promotion and succession planning.

Must have practical knowledge of transportation operations, traffic engineering and associated system management and performance principles. Must be current with the latest Caltrans organization, policies, procedures & programs, principles of Safe System approach and maintain a work environment that is free of discrimination and harassment.

Must be well versed in and possess specialized knowledge in traffic flow theory, traffic safety and control devices and their applications; materials and maintenance of roadway safety systems of transportation-related facilities; understand local, state and federal geometric, operation and safety design approaches and practices. First-hand working knowledge of: various codes and field practices governing the design and installation of safety equipment; basic occupational safety and health regulations, Safety Orders, safety and health policies and procedures as contained in the Caltrans' Injury and Illness Prevention Program (IIPP); and the manager and supervisor's role in promoting, facilitating and maintaining an effective IIPP.

Ability to effectively plan and manage the work of others; oversee the preparation of reports, plans, traffic studies, cost estimates for various systems or transportation-related facilities; direct or make construction and maintenance reviews; read and interpret drawings and specifications; dictate correct correspondence; prepare clear and concise reports; establish and maintain cooperative relations with those contacted in the course of work.

Communicate and follow both oral and written directions at a level for successful job performance.

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An ability to make effective oral presentations, to prepare correspondence and reports, and to communicate effectively in writing.

Ability to work safe and work effectively alone or with others.

Ability to legally and independently operate a motor vehicle in California; vehicle may be a sedan, sport utility vehicle or large pickup truck. Must have the ability to maintain a California Driver's License.

Must have strong problem solving skills and the ability to analyze and discern situations, develop solutions and adopt effective course of action on highly technical and politically sensitive issues; ability to act quickly in response to emergencies, such as earthquakes, fires and floods is essential. Ability and willingness to develop action plans to restore traffic systems in an expeditious manner to protect the public safety and welfare is necessary.

Must be able to travel out of region, including Headquarters, another state and to work at sites throughout Los Angeles and Ventura County.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must make independent, timely, and sound decisions regarding the work under his/her control. Decisions affecting traffic control and transportation operation and management directly impact safety and could be challenged in court. Inability or lapses in decision making to adequately and effectively deliver the expected products, services and commitments would negatively impact other functions and the District's overall performance. Such deficiencies could also compromise credibility and confidence in view of external partners/stakeholders; subject the District, the Program and Caltrans to possible loss of resources and funds; delay the delivery of projects and products that potentially jeopardize the safety of traveling public, highway users and workers.

Decisions not properly made or coordinated with Headquarters, other Districts and various partners (local/regional agencies) could result in project delivery delays resulting in loss of funding, increased congestion and potential litigation. Additionally, it would impact the District's ability to meet the goals of safety, health, sustainability, economic vitality, system performance, stewardship and organizational excellence.

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### PUBLIC AND INTERNAL CONTACTS

Participation in meetings and interaction with federal, state, regional and local agencies, the private sector, elected officials and the public concerning the scope and content of the transportation programs and specific projects and programs in the corridors. Frequently speaks in public on transportation matters pertaining to Departmental projects, programs & issues related to traffic system performance and safety.

Frequent contact and close coordination with the other offices within the Division of Safety Programs and with the Division of Construction, Design, Maintenance, Traffic Operations and Legal, to provide and/or obtain relevant information to assist in making proper and sound decisions. Intermittent contact with local agencies such as cities and counties; private sector parties such as consultants, community groups, private citizens. These contacts will be verbal or written, as needed. As such, the incumbent is expected to conduct business and act in a tactful, courteous, professional and ethical manner at all times.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include the ability to travel to work sites away from the office, safely operate a motor vehicle under a variety of weather & traffic conditions, occasionally perform field work on uneven surfaces in rugged areas that are near freeways and highways under various weather conditions and at various times of day and night. Will be required to wear field safety equipment to fieldwork, including eye protection (safety glasses), earplugs, safety vest, and hardhat. Must have ability to work on a keyboard and stand or sit for a long period of time; must have the ability to focus for long period of time.

Mental Requirements include ability to sustain mental activity necessary for report writing, problem solving, analysis and reasoning when it comes to judgment that relates to public safety, emergencies and traffic safety. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time. Ability to sit for prolonged periods of time and may be required to work beyond normal work hours to complete assigned responsibilities and/or during emergencies. Must grasp the essence of new information and master new technical and business knowledge.

Emotional requirements include ability to develop new insights into situations and apply innovative solutions to make organizational improvement. Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Behaves in a fair and ethical manner toward self and others and demonstrates a sense of responsibility and commitment to public service.

Must be able to develop and maintain cooperative working relationships and act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

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### WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial lighting. Occasionally due to

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unexpected problems with the heating and air conditioning, however, the building temperature may fluctuate. She/he may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. The employee may be required to work outside normal office working hours and may occasionally remain in field locations in rural areas without facilities.

Field work can require one to work in a wide range of sometimes extreme conditions, including heat up to 125 degrees Fahrenheit (F), cold to 10 degrees F, strong winds, rain, sleet and snow.

Appropriate field clothing of:

- A. Good, solid, closed toe shoes/work boots must be worn
- B. Either long or short sleeve shirt as required by the conditions
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety vest/jacket, safety glasses, or other safety gear must be worn when required by the Department.

Possession of a valid driver's license is required to operate a State Vehicle.

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.)

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

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