

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

|   |   |                             |
|---|---|-----------------------------|
| CLASSIFICATION TITLE<br>Senior Transportation Engineer, CT        | OFFICE/BRANCH/SECTION<br>D10 Project Development / Engineering Services |                             |
| WORKING TITLE<br>Utility Engineering Workgroup (UEW) Branch Chief | POSITION NUMBER<br>910-207-3161-xxx                                     | REVISION DATE<br>03/09/2026 |

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 District 10 Engineering Services Office Chief, the incumbent serves as the Branch Chief for the Utility Engineering Workgroup (UEW), providing leadership, supervision, and strategic direction to engineers and professional staff. The UEW is a specialized unit responsible for collecting and maintaining utility information, managing the Caltrans utility database, and preparing all engineering products needed to obtain utility certifications for District 10 projects. The unit also develops utility plans, reports, specifications, special provisions, and cost estimates, and functions as the District's primary point of contact for subsurface facility investigations.

The incumbent ensures that all UEW deliverables meet technical standards and regulatory requirements and are completed on schedule and within budget. Responsibilities include planning and coordinating UEW functions, negotiating delivery schedules and resource allocations, overseeing workload prioritization, and ensuring product quality through effective QA/QC processes. The incumbent leads staff development through coaching, mentoring, and performance management while fostering a collaborative and equitable work environment. The role also requires coordination with internal and external stakeholders, including utility companies, local agencies, consultants, and other Caltrans units, to support successful project delivery and advance the mission of the Engineering Services Office.

The position of Senior Transportation Engineer (Civil) requires being a registered Civil Engineer in California.

**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. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **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 - Equity, Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)

**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.

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

**TYPICAL DUTIES:**

| Percentage | Essential (E)/Marginal (M) <sup>1</sup> | Job Description  |
|------------|---|--|
| 25%        | E                                       | Supervises, plans, directs, reviews, and approves the preparation of utility base maps, conflict maps, utility relocation quantities and estimates, utility matrices, utility database support, and studies and investigations associated with obtaining utility policy certifications necessary for the delivery of all District 10 major capital projects. Assigns projects and tasks to staff, and negotiates, prepares, and maintains work agreements and work plans with Project Managers and Design Managers to establish project budgets and schedules for design activities. Provides technical advice and procedural guidance to subordinate engineering staff, ensuring the proper application of design standards, policies, procedures, and practices to develop high-quality project deliverables. Obtains information necessary to support the preparation of written correspondence and reports. Emphasis is placed on collecting, maintaining, and storing utility information electronically in a central location, and on verifying that the information is accurate, complete, and efficiently retrievable. |
| 25%        | E                                       | Coordinates potholing activities and underground utility location field marking. Works cooperatively with the Project Engineer, Utility Coordinators, and Utility Owners to identify and resolve potential conflicts. Provides field support for potholing and plays a significant role in the utility relocation process. For all Encroachment and Utility Policy Exceptions, the successful candidate ensures that exception documents are complete, accurate, and prepared in accordance with the Manual for Encroachment Permits on California Highways. The successful candidate should also be knowledgeable about Chapter 17, "Encroachments and Utilities," of the Project Development Procedures Manual.  |
| 25%        | E                                       | Provides active feedback to employees on performance appraisals and takes timely action on disciplinary matters. Ensures that all staff are aware of and adhere to the District's/Division's Letter of Expectations (LOE), Department policies, and directives. Prepares Annual Performance Reviews (APRs) for all employees and works directly with them on training plans, career development, and equipment needs, while fostering a team-oriented and innovative work environment that promotes accountability. Maintains proper and timely project charging practices and ensures accountability for meeting project schedules and budgets. Provides an effective communication link between staff and Executive Management.  |
| 10%        | E                                       | Manages communication and coordination with Project Managers, Design Engineers, Right of Way Utility Coordinators, Surveyors, and other functional units involved in project delivery and utility engineering support. Prepares workload forecasts, task management estimates, and schedules for inclusion in project work plans. Prepares status reports, monitors project progress, and attends meetings related to project delivery and functional support. Plans, develops, and oversees architectural and engineering consultant task orders related to utility engineering, field inspections, and the locating and mapping of existing underground facilities that have been positively identified, consistent with workload and resource needs.  |
| 10%        | E                                       | Supervises, reviews, and makes recommendations regarding the UEW design work of others. Reviews Encroachment Permits, Contract Change Orders, and UEW design work prepared by private consultants to ensure conformance with Caltrans standards and practices. Conducts investigations and provides recommendations on utility-related problems arising from the design, construction, or maintenance of transportation facilities. Consults with personnel in other units to resolve utility issues that require UEW engineering expertise.   |
| 5%         | M                                       | Participates in District and statewide training, committees, and outreach activities to support organizational goals. Attends key meetings such as safety meetings, constructability reviews, project development meetings, and status meetings. Serves as a liaison with local agencies, Headquarters staff, and the public, and provides expert testimony when required. Supports staff development by identifying training and equipment needs, facilitating mentorship for rotational engineers, conducting staff meetings, including quarterly safety meetings, and ensuring timely communication of organizational priorities.   |

<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**

Incumbent directly provides first-line supervision to a staff of approximately six to twelve engineering personnel, including Transportation Engineers (Civil) Ranges A-D, and Transportation Engineering Technicians (TETs). The Senior Transportation Engineer supervises staff responsible for the development of assigned transportation improvement projects. In supervising assigned staff, the incumbent must be able to exercise independent judgment in making management and engineering decisions.

**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.

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

---

The Senior Transportation Engineer is also responsible to provide career development, performance appraisals, and recommendations for merit salary adjustments of staff; and timely action in disciplinary matters.

---

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Requires Civil Engineering registration and demands frequent exercise of professional engineering judgment. Must have the ability to analyze situations accurately and adopt an effective course of action. Must have the ability to analyze facts and data and from these develop recommendations, technical correspondence and comprehensive reports. Must be able to expand on the practical application of written policies, procedures and standards, and also be able to prepare issue papers, exception requests and reports recommending changes to existing procedures and standards when necessary.
  - The incumbent must possess excellent written and verbal skills to effectively communicate technical information.
  - Knowledge of all phases of engineering and departmental operations such as project delivery process, transportation planning process, evaluation of alternatives and designs, utilities relocations, environmental considerations, design procedures, and personnel management.
  - Ability to plan, organize, and direct the work of others, analyze situations accurately and develop an effective course of action. The successful candidate will develop and maintain professional relationships with interdisciplinary groups in District 10.
  - The incumbent must have the ability to identify and resolve issues to persuasively negotiate agreements with various agencies and parties.
  - The incumbent must have the ability to represent Caltrans' interests when coordinating with utility companies and consultants; understand/ evaluate both the products and performance of utility companies and consultants.
  - Must have the ability to take independent action and initiative in carrying out regular assigned duties related to project implementation.
  - Must have the ability to prepare correspondence, present comprehensive reports, address audience and communicate effectively.
  - The majority of time is spent in the office attending meetings, using the telephone, and operating a personal computer. Occasionally this position must inspect facilities in the field and climbing down embankments.
- 

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent must be a Registered Civil Engineer in the State of California and is responsible for decisions related to the proper application of design standards and project development policies. The incumbent provides guidance in the development of projects to ensure that assigned work is delivered on schedule and within budget, while maintaining high-quality design standards and accurate charging practices.

The consequences of poor decisions or actions include, but are not limited to: failure to deliver required project components; inappropriate commitments of Department resources (both short- and long-term); decisions that substantially increase planning, design, construction, or maintenance costs; reduced capacity for the District to provide other essential services; and the development of incomplete or erroneous information and reports.

The incumbent is responsible for the Branch's production of project studies and the preparation of PS&E packages for assigned projects. Errors in these products may result in significant project delays, increased costs, loss of federal funding, damaged credibility, and diminished public confidence in the Department, as well as poor-quality contract documents that can lead to construction changes and claims.

---

**PUBLIC AND INTERNAL CONTACTS**

The incumbent prepares correspondence and responds to inquiries from the public, and coordinates regularly with Executive Management and other District Divisions. The incumbent represents District 10 in dealings with public agencies, engineers, consultants, utility companies, and individuals on matters affecting State highway drainage and utility engineering. Within Caltrans, the incumbent serves as a liaison with Project Development, Maintenance, Construction, and other District and Headquarters units on drainage- and utility-related issues. Frequent contact is required with FHWA, other districts, external agencies, departmental staff at the District, Regional, and Headquarters levels, as well as with elected officials or their staff. These interactions occur through formal and informal meetings, presentations, and written correspondence. The incumbent must communicate effectively, both orally and in writing, with consultants, local agencies, and functional units throughout the District and Headquarters.

---

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must be able to meet the following requirements:

**Physical Requirements:**

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
  - Travel to and from project sites and meetings.
- 

**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.

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

**Mental Requirements:**

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

**Emotional Requirements:**

- May be subject to and have the ability to handle all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Additional hours may be required, and vacation restricted during peak time.
- Incumbent must have the ability to respond appropriately to difficult situations.

**WORK ENVIRONMENT**

While at their base of operation, employees will work in a climate-controlled, "cubicle" office environment under natural and artificial lighting. They will be responsible for keeping the branch work area clean and project files organized for easy access; as well as ensuring that the conduct and noise levels of staff do not adversely affect the work of others. Employees will also periodically be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, or temperature extremes. When field work is involved, they are responsible for ensuring that proper safety precautions are communicated and followed by staff. While performing the duties of this job, the employee may be exposed to moving traffic. One day, overnight stay, or extended travel may be required. Valid drivers license is required.

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, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the selected candidate.

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

**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.