

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION CADD & Engineering GIS Support	
WORKING TITLE CADD Support, Roadway Design Software	POSITION NUMBER 913-330-3161-002	REVISION DATE 06/29/2026

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 Chief, Office of Computer Aided Design and Drafting (CADD) and Engineering Geographic Information Systems (GIS) Support, a Supervising Transportation Engineer, the incumbent supervises the CADD Roadway Design Software Support Branch, which is responsible for the testing, training, and statewide installation of critical Roadway Design Software used for project delivery and for use with Building Information Modeling for Infrastructure (BIM4I) initiative at Caltrans

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, 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. (Employee Excellence - Innovation, Stewardship)
- **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, Stewardship)
- **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 - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, People First)
- **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. (Employee Excellence - Collaboration)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Innovation, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Direct and coordinate statewide installation, training, testing, implementation and support of Caltrans roadway design software (Civil 3D) for engineering functions. Direct development and support of Civil 3D in preparing design deliverables for Plans, Specifications and Estimate (PS&E) projects and 3D model deliverables for BIM4I projects. Act as liaison between Headquarters (HQ) CADD, HQ BIM4I groups, various HQ design units and divisions, district units, district CADD coordinators, users, and Technical Committees.

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30%	E	Supervise, lead, and provide feedback to employees on performance appraisals and take timely action on disciplinary matters. Ensures that all staff are aware of and follow Department's Expectation memo, Policies, and Directives. Prepares annual Individual Development Plans (IDPs) with all employees, and works directly with them on work assignments, training plans, career development, and equipment needs.
15%	E	Serve as contract manager for Autodesk software contract and other CADD/BIM4I application contracts, training service contracts and other types of roadway design/BIM4I software related service contracts. Work closely with software vendors/developers/consultants to implement design and BIM4I software feature enhancements and development.
10%	E	Works with Technical Committees to evaluate, propose, and prioritize new development and enhancements for design software to meet Caltrans specific needs for roadway design project delivery. Coordinate the interoperability between MicroStation, Roadway Design Software and GIS Software.
5%	E	Act as statewide consultant and advisor to Caltrans management on CADD/BIM4I matters and potential new uses of CADD/BIM4I software, frequently conferring with Headquarters individuals and District engineers on engineering problems as related to CADD and BIM4I.
5%	M	Work closely with Division of Information Technology staff to coordinate the services and support provided by the two divisions

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

Supervises professional staff. Works closely with staff in Information technology and district CADD support to coordinate development of engineering software which meets the needs of Caltrans engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. Incumbent should have knowledge in engineering use of Caltrans Roadway Design software, CADD Systems, and be knowledgeable in Caltrans' engineering-related processes; should possess knowledge of the Department's goals and objectives, organization and policies and procedures and have knowledge of the Project Delivery process. The incumbent should have an understanding of Caltrans' BIM4I implementation plan and have knowledge of interrelation between engineering functions including Photogrammetry, Surveys, Planning, Design, Structures Design, Structures Architecture, Hydraulics and Stormwater, Traffic, Right of Way engineering, Office Engineer, and Construction. Have knowledge of principles and techniques of personnel management and supervision. Incumbent should have the ability to use good judgment based on engineering experience for analyses of engineering CADD, BIM4I application needs and adopt an effective course of action; be able to effectively coordinate between engineering computer users and Information Technology; be able to lay out work for others and direct them in their work, to make effective presentations, and to prepare reports for management; be able to plan and direct the work of others and motivate staff. The incumbent should have the ability to perform administrative tasks related to contract administration, be able to make effective presentations, prepare reports, and speak and write effectively and be able to review policy documents as related to CADD/BIM4I and Project Delivery process.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of bad judgment or decisions will decrease productivity of engineering unit, delayed project delivery, and additional cost to Caltrans to produce projects. These decisions have a significant impact on the ability of the Department to meet its program goals. Errors can result in unnecessary expenditures for roadway design equipment and software.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to maintain frequent contact with District and Headquarters engineering functions and with nonengineering functions such as Information Technology, as necessary to accomplish the activities and responsibilities of the position. Contact with other states, other government agencies, and consulting engineers regarding problems and development needs for Roadway Design software will be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This job will require interaction with other people, an excellent state of mind, and the ability to make clear, timely judgments. It also requires teamwork orientation to openly discuss issues and reach consensus. It is important that employees work with each other in a cooperative manner. Employee must have patience in dealing with people over the phone.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The use of a desktop computer and/or a laptop is

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essential. Occasional overnight travel may be required to attend meetings and/or deliver training. Travel will subject the incumbent to the typical rigors of air, auto, and transit travel and overnight hotel stays.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. For permanent and limited term appointments, all commute expenses 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.)

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
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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