

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 11/ Engineering Division	
WORKING TITLE District Division Chief, Engineering	POSITION NUMBER 911-300-3155-XXX	REVISION DATE 05/29/2026

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 Principal Transportation Engineer (Chief Deputy District Director, Capital Program), the Supervising Transportation Engineer, Caltrans serves as the District Division Chief of Engineering. The incumbent is responsible for all activities of the District 11 Division of Engineering, and leads and manages engineering support functions to deliver quality work products and services in support of the District's delivery commitments and other service requirements.

The incumbent requires possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity - Collaboration, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Equity, Innovation, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Climate Action, Employee Excellence - Integrity)
- **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, Climate Action, Employee Excellence - Collaboration, Equity, Integrity)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, 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. (Safety, Employee Excellence - Collaboration, Equity, Integrity, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

45%	E	Plans, leads and manages the activities of a multi-disciplinary engineering staff effectively to ensure the effective use of resources and the attainment of project delivery goals. Plans, organizes, and directs the activities of the following branches: Hydraulics, Traffic Signing and Striping, Lane Closure, Office Engineer, Utilities Engineering and Materials Laboratory. Developments, directs, and implements policies and procedures, establishes standards; and develops and implements work priorities. Ensures timely, efficient delivery and completion of projects and services that provide maximum benefit to the traveling public on transportation facilities, in accordance with Federal, State and local mandates and requirements. Coordinates with headquarters and recommends revisions to presently established engineering support processes to meet goals, objectives, and needs of the District and the engineering support functions.
20%	E	Manages the Division's budget for personnel and other resources in support of project delivery goals including drainage designs, utility conflict and relocation services, investigation test and inspection of materials, pavement structural section designs, studies and testing, materials plant inspection and testing, contract estimates and specifications, traffic signing, striping, delineation, and lane closure charts.
20%	E	Represents Caltrans in meetings and coordination efforts with Federal, State, and local agencies involving project delivery efforts including costs, schedule and scope of projects. Confers with headquarters staff and other Deputy District Directors on difficult technical, budget, or administrative matters. Ensures the resolution of issues that maximize delivery of projects within scope, on time and within budget. Resolves highly technical and politically-sensitive issues, administrative and/or personnel matters, and inter-agency and public relations challenges.
5%	E	Participates actively as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program.
5%	E	Represents the District on committees, task forces, steering committees and policy and advisory groups for projects and issues related to Engineering.
5%	M	Acts as backup to other District Division Chiefs and the Chief Deputy District Director during absences to ensure continuity of operations. Performs other related responsibilities as required by adapting to evolving needs and contributing to the overall success of the District.

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 provides first level supervision for Senior Transportation Engineers and is the second line supervisor for all division staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent is required to have in-depth knowledge of transportation economics and financing; functions and funding practices of Federal, State and local governments within the area of transportation; factors which influence the impact of transportation facilities on the environment, community and the economy; State and Federal laws regulating the activities of the Department of Transportation; principles and techniques of public transportation works management and administration; principles and practices of project and organizational management, including cost and schedule control measures; risk analysis methods, tools, and use; objectives and processes to meet the Department's Equal Employment Opportunity policies, Title VI Federal guidelines, and all applicable Federal, State and local laws; regional transportation programs and projects; innovative project financing opportunities; innovative project development/delivery methods such as design/build and design sequencing. In addition, the position requires the incumbent to have the ability to manage the work of an internal and external multidisciplinary staff; effectively analyze and manage the risks associated with various projects and programming decisions; provide direction in a variety of operational settings and integrate the activities of a diverse program to attain goals; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze other complex issues and recommend effective courses of action; implement the Department's equal employment objectives; communicate successfully both verbally and in writing to all organizational levels and across a wide variety of professions.

The incumbent analyzes and acts on complex and unique public transportation projects and administrative issues. Extensive analytical, leadership and interpersonal skills are required:

1. To develop strategic plans.
2. To resolve complex conflicts.
3. To provide project direction and leadership.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the District's Engineering Program. In addition, the incumbent acts as required in the District's "Schedule of Delegation of Authority." Poor judgment may unnecessarily delay projects, increase project costs, permit lower

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

quality work, allow for potential mismanagement of public funds, and negatively impact the Department's credibility.

PUBLIC AND INTERNAL CONTACTS

The incumbent develops and maintains partnerships of assigned division functions with other District functions, headquarters, federal agencies, state agencies and local governments; responds to local community and general contracting industry concerns, and general public issues; and speaks in public on the effects of current transportation projects as they relate to transportation matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to stay stationary for long periods of time using a personal computer and phone. The position must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally-charged issues or problems, acknowledge various responses, and apply sound judgment in problem solving, online form completion, etc.

WORK ENVIRONMENT

While at the base of operation, the incumbent works in a climate-controlled office under artificial lighting, and may stay stationary for periods of time. Multi-floor buildings are equipped with elevators and stairs. Some travel is required throughout California. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and extreme climate. Possession of a valid driver's license is required to operate a State vehicle.

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
