

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Mobility Programs	
WORKING TITLE Mobility Programs East Area Manager	POSITION NUMBER 907-347-3161-003	REVISION DATE 05/18/2026

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 Mobility Programs Office Chief (Supervising Transportation Engineer), the Mobility Programs Route Manager (Senior Transportation Engineer) is responsible for supervising Transportation Engineers and/or Transportation Engineering Technicians. The incumbent oversees and manages all activities related to investigation, monitoring, analysis, improvement and performance of state highway system within Los Angeles and Ventura Counties. The incumbent acts as the district's Americans with Disability Act (ADA) program manager. The incumbent also oversees and manages the unit's budget, allocations, expenditures, training, personnel matters, and overall performance.

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, 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, Climate Action, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, 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, Climate Action, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	<p>Oversee preparation of and approve Traffic Investigation Reports in Caltrans' Transportation Safety and Mobility Information System (TSMIS) for operational and ADA related concerns submitted by the public and other government agencies. Direct and oversee all operational analysis activities including but not limited to traffic signal warrant analysis, Intersection Safety and Operation Analysis Process (ISOAP), intersection and corridor analysis based on Highway Capacity Manual traffic flow and engineering theory; state and federal standards and guidances using various traffic analysis software and microsimulation tools. Direct and oversee traffic data collection through field counts, Caltrans's data systems, and third-party data sources.</p> <p>Work closely with internal and external partners to identify and implement physical improvement and Transportation System Management and Operations (TSMO) strategies to deliver products and services that improve mobility, reduce Vehicle Miles Traveled (VMT), enhance transportation network integration, increase system throughputs, improve travel time reliability, reduce incident management and response time, promote multimodalities, enhance pedestrian and bicyclist safety and mobility, and ensure equity for disadvantaged communities.</p> <p>Engage and collaborate with other divisions and partner agencies on all aspects of system planning and programming to develop comprehensive corridor plans. Assist other divisions/offices in developing workplans and projects that incorporate operational improvement and active transportation management strategies, such as protected bike lane, intersection/interchange improvement, ramp metering, traffic signal control, adaptive ramp metering and traffic signal control, queue warning, reversible lanes, dynamic shoulder lane, etc. to improve mobility and safety on state highway system.</p> <p>Provide timely and professional response to operational concerns/requests by elected officials (red folders), California Public Record Act (CPRA), legal, and general public.</p>
20%	E	<p>Oversee and manage all activities related to ADA grievances for the district. Develop and monitor processes and procedures to remove barriers in a timely manner to ensure accessibility for all disabled users to comply with Department policies and state and federal regulations. Manage district's Americans with Disabilities Act Program Tracking (ADAPT) database. Work with all Mobility Programs Area Manager to investigate grievance cases and identify resolutions within required time frame. Review and approve ADA Traffic Investigation Reports (TIRs). Monitor and ensure timely implementation of proposed resolution. Work with Division of Maintenance and local partners to correct barriers that can be addressed quickly by maintenance field crew or through Operation and Maintenance (O&M) agreement.</p> <p>Attend statewide ADA meetings. Review and update ADA transition plan. Perform field investigation with headquarter personnel, Mobility Programs route engineers and design engineers as needed. Attend weekly district SHOPP program advisors meeting. Work with Mobility Programs Area Manager and other program advisors to propose standalone ADA projects or include ADA work into multi-asset projects. Prepare and approve Project Initiation Proposal (PIP) for ADA projects. Input and update ADA performance measures in asset management tool throughout project development phases. Monitor and ensure district's ADA performance targets set in the latest State Highway System Management Plan (SHSMP) are met for every SHOPP cycle.</p>

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	<p>Provide functional expertise and support to major and minor capital outlay support (COS), oversight, and encroachment permit projects and studies. Work includes but is not limited to providing project scopes pertaining to operational and ADA improvement, reviewing project initiation documents (PID), project reports (PR), project specifications, plans, and estimates (PS&E), traffic operation analysis reports (TOAR), ISOAP, design standard decision documents (DSDD), modified access reports (MAR), system and corridor planning documents, route relinquishment reports (RAR), etc. Attend field scoping, project development team, public outreach, and other meetings as needed. Provide support during construction phase pertaining to ADA and operational issues.</p> <p>Work closely with project and asset manager to nominate major and minor COS projects under SHOPP; prepare preliminary cost estimate and project initiation proposal (PIP).</p> <p>Oversee review of locally funded projects through the Local Development-Intergovernmental Review (LD-IGR) process utilizing the Transportation Analysis Framework (TAF) and Transportation Analysis under CEQA (TAC) guidance in compliance with Senate Bill 743.</p>
10%	E	<p>Participate in implementation of Integrated Corridor Management (ICM) and Transportation System Management (TMS) efforts and other pilot/innovative projects as opportunities arise. Utilize artificial intelligence (AI) and traffic engineering principles and modeling tools, corridor/system monitoring techniques and performance dashboards together with decision support systems to continually evaluate and improve system performance.</p> <p>Collaborate with internal and external partners to identify and pursue funding and programming opportunities to implement these strategies. Collect and analyze data, and prepare studies, reports, and procurement documents necessary for proposal and implementation of projects. Research and evaluate new and emerging industry practices to ensure compliance with state and federal guidelines, while aligning with the Department's mission, vision, and strategic goals.</p>
10%	E	<p>Supervise, manage, and develop engineering and technician staff within the unit. Oversee resources, budget, allocations, and expenditures, ensuring proper charging practices and alignment with production targets. Ensure all staff remain current and compliant with mandatory department and district trainings.</p> <p>Manage employee expectations and performance through annual expectation memos, performance evaluations, and Individual Development Plans (IDPs). Distribute and balance workload across the unit to support successful project delivery, professional growth, knowledge transfer, and succession planning. Provide staff with training, tools, and equipment to enhance technical skills and professional abilities.</p> <p>Foster a fair, proactive, and constructive work environment, taking preventive steps to address issues and administering corrective action when necessary. Serve intermittently as Office Chief when requested.</p>

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

Provides management and supervision to Transportation Engineers, Transportation Engineering technicians, student interns, and volunteers, including staff who are Registered Professional Engineers. May occasionally serve as acting Supervising Transportation Engineers during the supervisor's absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principles and practices of traffic engineering, program management, transportation modeling, and engineering economics.

Ability to administer an engineering program; plan, organize, and direct the work of others; evaluate work quality and performance; prepare technical correspondence; and develop comprehensive reports.

Ability to analyze situations accurately, exercise sound judgment, and adopt effective courses of action.

Ability to lead, motivate, and manage multidisciplinary groups and teams to achieve complex objectives and balance competing priorities.

Skill in supervision and training, including employee performance evaluation, recognition, and corrective/disciplinary techniques.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Ability to travel to and work at project sites throughout Los Angeles and Ventura Counties as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer must apply professional engineering knowledge and judgment to carry out the duties and responsibilities of the position. The incumbent is required to make timely decisions that balance risks and opportunities in the development and implementation of the Department's Transportation Safety and Operations programs.

Decisions not properly made or coordinated with Headquarters, internal and external partners, elected officials, and other stakeholders may result in project delivery delays, loss of funding, missed opportunities to address system deficiencies, and increased tort liability. Furthermore, untimely or unsound decisions could negatively impact the Department's ability to achieve its mission and strategic goals.

PUBLIC AND INTERNAL CONTACTS

Participate in meetings and interactions with other functional units, districts, Headquarters, local, regional, and federal agencies, private entities, elected officials, and the public regarding the scope and content of assigned functions and programs. Speak and present in public forums on projects and issues related to assigned responsibilities.

Coordinate closely with other functional units, Headquarters, and external partners to share and obtain relevant, up-to-date information to support successful project development and program delivery.

Communicate clearly and professionally, both verbally and in writing, and prepare effective presentations when needed.

Conduct all aspects of business in a tactful, courteous, professional, and ethical manner at all times.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to travel to work sites away from the office and occasionally perform field work on uneven surfaces in rugged areas adjacent to freeways and highways.

Required to wear appropriate field safety equipment, including safety glasses, ear protection, safety vest, and hardhat.

Ability to work at a computer keyboard and remain seated or standing for extended periods, with sustained focus and attention to detail.

May be required to work beyond normal business hours on occasion to fulfill assigned responsibilities or respond to emergencies.

Must demonstrate adaptability to change, the ability to manage multiple tasks, and a commitment to delivering Department priorities and serving the public.

WORK ENVIRONMENT

While at the base of operation, the incumbent works in a climate-controlled office with artificial lighting; however, occasional fluctuations in temperature may occur due to heating or air conditioning issues. The incumbent may also be required to travel and work outdoors, where exposure to dirt, noise, uneven surfaces, extreme heat or cold, and live traffic in highway work environments is possible. Field assignments may involve travel to rural locations with limited facilities and may require work outside normal business hours.

Business travel may be required. Reimbursement will be based on the employee's designated headquarters location, primary residence, and applicable CalHR regulations or bargaining unit contract provisions.

This position may be eligible for telework, subject to Caltrans' evolving telework policy. In-person attendance may be required to meet operational needs. Employees must be able to report to their headquarters or designated worksite with minimal notice in urgent situations. All commute expenses to the headquarters location are the responsibility of the employee.

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DOT PM-0924 (REV 01/2025)

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