

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D10/Mtce/Mtce Support(Major Damage/Emergency)	
WORKING TITLE District Major Damage Engineer/Project Manager (Specialist)	POSITION NUMBER 910-600-3161-XXX	REVISION DATE 05/11/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the Maintenance Support Office Chief, a Supervising Transportation Engineer, the Senior Transportation Engineer (Specialist) serves as the District Major Damage Engineer (MDE)/Project Manager (PM), responsible for assembling multi-functional damage assessment team (DAT) while developing and managing major damage repairs or initiating emergency projects from inception. Incumbent ensures successful delivery of all emergency projects in accordance with the approved Director's Orders' scope, schedule, and costs programmed with maintenance or capital funds, including support costs. The incumbent provides oversight and reporting for all emergency projects to management and State MDE. The District MDE/PM will coordinate with various functional units, contractors, and local partners regarding projects.

The incumbent is expected to act independently in pursuing specific tasks that will provide results toward general goals and objectives as provided by the Office Chief. This position 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 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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Integrity, Pride)
- **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. (Prosperity, Employee Excellence - Collaboration, Equity, People First, 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. (Equity, Employee Excellence - Collaboration, People First, 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. (Safety, Equity, Climate Action, Employee Excellence - 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. (Employee Excellence - Integrity, 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. (Prosperity, Employee Excellence - Collaboration, Integrity, Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	The incumbent manages emergency projects to ensure projects are delivered within approved cost, scope, and schedule by planning and coordinating the activities of the Damage Assessment Team (DAT) and directing project delivery through Director's Orders (DO) and District Director's Orders (DDO). The employee monitors and provides guidance to construction, resource management, programming, and other functional units to resolve financial issues from initiation through closeout in order to support timely and accurate project delivery. The employee works with the Major Damage Coordinator (MDC) to prepare all required DO/DDO forms, contractor commitment forms and Damage Assessment Forms (DAF) in state and federal declarations; updates and enters project information into the Asset Management Tool (AMT); and uses the Project Resource and Schedule Management (PRSM) system and related software to produce reports that track support costs, schedules, and project progress as required by departmental procedures.
25%	E	The incumbent assembles and leads project teams consisting of advisors, construction staff, and contractors, while coordinating with environmental branches for engagement in permitting agencies along with Right of Way to ensure projects are completed on schedule, within budget, and at the required quality. The incumbent guides the Project Team to maintain consistency under Director's Orders scope, schedule, and funding requirements.
25%	E	Coordinates with the State Major Damage Engineer under the Office of Major Damage Restoration to secure project funding and to track costs and schedule changes throughout the project life cycle in accordance with the Department's guidelines and policies. The incumbent ensures project documentation and development meet Department guidelines and policies, including quality standards, and serves as the primary point of contact to communicate project status to District management, Headquarters, and external stakeholders upon request or as required.
5%	E	The incumbent communicates project status information to District management and identifies and elevates project issues when they cannot be resolved directly to ensure timely decision making. Evaluates and documents change requests and obtains management or State MDE approval for scope, schedule, or cost changes in accordance with department procedures.
5%	M	The employee performs special assignments, as directed by the Office Chief, to support Maintenance Office Branches, and serves in the Emergency Operations Center (EOC) when activated. The employee acts on behalf of the Maintenance Support Office Chief during delegated periods of absence to maintain continuity of operations. Other duties as assigned, including the creation and maintenance of a desk manual.

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

Incumbent does not supervise but may provide technical leadership and guidance for emergency projects. May be called upon to act in the absence of the Office Chief for short durations of time.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of the Caltrans organization, departmental policies and procedures, project development process, project management concepts, and engineering functions including traffic operations and traffic analysis, design, and environmental considerations that pertain to the restoration of transportation infrastructure. The incumbent must also be able to apply and effectively communicate this knowledge, verbally and in writing, on a consistent basis. The incumbent must have the ability based on engineering experience and expertise, to exercise good judgment on matters relating to project initiation; prioritization and maintenance program delivery; ability to analyze proposed project scopes, design alternatives, and evaluate costs. Must be able to independently interpret internal and external project information and offer solutions to management. Plan and direct the work of others, prepare technical correspondence, and complete comprehensive reports. Must have the ability to make accurate mathematical calculations; organize/arrange data to produce effective/acceptable work products without direction; and possess interpersonal skills necessary to become an effective team leader. Must be able to effectively communicate orally and in writing with persons at all levels of Headquarters (HQ) Management, District Region, and external groups. Must have the ability to prepare reports and make effective presentations to management. The incumbent must have the ability to effectively use PC-based software programs for database purposes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out assigned duties. Must be able to work independently as well as have the ability to quickly organize and motivate a team to confront a crisis situation. Consideration of all engineering data and other pertinent factors is crucial to reaching conclusions and taking appropriate actions when developing projects as well as coordinating with Program Advisors in development of Maintenance and Minor Programs. Failure to coordinate and properly evaluate funding capabilities and/or potential projects will result in the loss of millions of dollars in district

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

allocated funds. Errors, poor engineering judgment, or failure to recognize and communicate critical issues could result in missed deadlines, loss of programmable funds, and subsequent non delivery of projects. Incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of state time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative, and professional working relationship with Headquarters, other Districts, District Management, and maintenance field employees. Contact is made both in and out of the office with material vendors, product organizations, the general public, and local governmental agencies on a regular basis to discuss matters related to district maintenance operations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to sustain mental activity needed for report writing, problem solving, analysis and reasoning. The incumbent must be able to develop and maintain cooperative working relationships, respond to difficult situations, and must be able to recognize emotionally charged issues or problems.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial lighting; however, due to unexpected heating and air conditioning problems, building temperature may fluctuate.

The incumbent shall be ready to deploy in the need of crisis to assess damage to state infrastructure.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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 employee will be required to commute to the headquartered location as needed to meet operational needs. All commute expenses to the headquartered location will be the responsibility of the employee. Will be required to travel to field office locations, District Offices, Headquarters, and other districts throughout the state to attend meetings or trainings. Occasional overtime, night work, and overnight travel may be required. Reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions.

POSITION DUTY STATEMENT

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