

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Dist 54 / Construction / Construction Safety and Insurance	
WORKING TITLE Statewide Construction Safety Coordinator	POSITION NUMBER 913-500-3161-045	REVISION DATE 06/15/2026

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 Construction Safety, Insurance & Special Projects (Supervising Transportation Engineer), the incumbent is responsible for implementing the statewide Construction Safety Program that is associated with the construction of highways, bridges, and other transportation related major structures. The engineer is the Division's construction safety subject matter expert and duties include but not limited to: implementing the assigned tasks from the Division's Business Plan; leading the Division's safety program and coordinate with internal and external stakeholders to enhance Department's Construction Safety Program; developing and reviewing specifications, construction policy bulletins and directives and other Department directives; updating manuals, updating guidance material and providing training; sponsoring and participating in teams that develop solutions to challenging matters; monitoring the effectiveness of the Construction Safety Program; supporting district construction staff and construction safety coordinators; and leading efforts that focus on improvements to the Department's Construction Safety Program.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety - Collaboration, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation, People First)
- **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 - Collaboration, Innovation, 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. (Equity, Employee Excellence - Collaboration, Equity, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Innovation, People First, 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 - Collaboration, Equity, Innovation, 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, Pride, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Prosperity, Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Ensure statewide consistent safety practices by ensuring all prospective changes in policy and specifications are consistent with current statutes through coordination with the Legal Division; coordinating the Division of Construction's safety efforts with other departmental Divisions to resolve problem of statewide significance; coordinating with district construction safety coordinators to ensure districts are complying with policy and have an effective safety program; performing legislative bill analysis on proposed bills that may impact the Department; and representing the Division of Construction and participate in safety and new products committees.
20%	E	Provide statewide policy, specifications and procedures by ensuring that the Construction Safety Program has consistent policies and procedures; developing new policies, specifications, procedures, and guidance documents by working with other Caltrans functions, industry, and Federal Highway Administration (FHWA); updating Caltrans manuals pertaining to construction safety, such as the Construction Code of Safe Practices and Chapter 2 of the Construction Manual and stay current on research that is applicable to highway construction safety.
20%	E	Coordinate with FHWA, industry, and other programs by coordinating Caltrans work with FHWA projects or where Caltrans' response is required as part of the FHWA program and working closely with FHWA to ensure compliance with federal regulations, to coordinate project reviews when necessary, and to coordinate FHWA approval of new safety procedures, details and specifications.
15%	M	Partner with industry to develop and improve safety specifications and project requirements by representing the Division of Construction at the Associated General Contractors (AGC)/Caltrans joint safety committee meeting by serving as co-chair of the committee and representing the Division of Construction at various industry liaison meetings and coordinate with industry as needed on any safety initiatives and coordinating with industry and Caltrans experts as necessary.
10%	E	Provide construction safety training by serving as the subject matter expert for proposed safety training courses; monitoring existing construction safety-related courses and updating as necessary; and maintaining the construction safety website and ensuring that the information is current.
5%	M	Maintain the incident reporting process so districts/regions provide timely reporting of construction zone incidents and provide notices of construction zone incidents to top management.
5%	M	Travel to various committee meetings, special events, and trainings.

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

No direct supervision is exercised. However, this position is responsible for providing guidance and policy to district construction safety coordinators.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a valid certificate of registration as a professional Civil Engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists in the State of California. Possession of valid certificate of registration as a professional Safety Engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists in the State of California is not required, but would be desirable. The incumbent should have knowledge of the goals, objectives, organization policies and procedures of Caltrans project development, especially of the Division of Construction; construction techniques; construction worksite safety protection devices; traffic handling techniques and traffic-related specifications; construction work zone safety; and construction details. The individual must have the desire to learn and work cooperatively with other divisions, safety coordinators, district staff, the FHWA, and industry contacts. The incumbent should analyze various safety hazards or scenarios and be able to advise the district construction field staff and district construction safety coordinators by reviewing safety regulations, Caltrans policies, and Caltrans Safety Manual. The incumbent should be able to analyze various safety improvement proposals from multiple channels and prioritize them by keeping the worker safety as priority that aligns with the Department's "Safety First" goal. The incumbent should receive feedback from construction safety coordinators and collaborate with them for statewide consistent policies and procedures. The incumbent should work effectively and tactfully with all levels of Caltrans staff, industry representatives, and Federal Highway Administration (FHWA) representatives. The incumbent organizes work priorities in meeting commitments and delivery of products and must be able to prepare and make oral presentations, written technical correspondences, and comprehensive reports.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and must exercise initiative in carrying out assigned duties. The incumbent

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represents the Department externally on construction safety concerns with Associated General Contractors (AGC), American Traffic Safety Services Association (ATSSA), FHWA, California Highway Patrol and California Occupational Safety and Health Administration. In this capacity, the incumbent represents the Department's policy and position on safety issues and is responsible for working independently to come to agreements on issues with these parties. These agreements can affect the Department and individual liability for incidents. Changes can impact the traveling public and has the potential influence for making significant reductions in incidents in construction zones.

PUBLIC AND INTERNAL CONTACTS

The incumbent is the Division of Construction's safety representative to all external groups, as well as the districts and other functional organizations. The incumbent represents the Division at internal meetings and industry group meetings, serves on industry improvement teams, serves on departmental safety task groups, represents the Division at district meetings and is the representative for construction safety with FHWA.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans and public/private sector, and it is important that employees work well with others in a cooperative manner, while creating a work environment that encourages creative thinking and innovation. The employee must also be flexible to organize and prioritize workload for the Division of Construction; be open to change and new information; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The incumbent will usually work in a climate-controlled office under artificial lighting, but may be required to travel to districts and construction field offices.

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

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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