

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 04 - Office of Maintenance Services	
WORKING TITLE Project Coordinator for Emergency Projects	POSITION NUMBER 904-605-3161-061	REVISION DATE 07/10/2026

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

GENERAL STATEMENT:

The Project Coordinator for Emergency Projects is expected to act independently in pursuing specific tasks that will provide results toward general goals and objectives as provided by the Office Chief. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays, and weekends as needed; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. When driving a state vehicle, a valid C driver's license is required.

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. (Equity, Prosperity - Equity, Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Equity, Innovation, Integrity, Pride, Stewardship)
- **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. (Equity, Prosperity, Employee Excellence - Equity, Innovation, Integrity, 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. (Equity - Equity, Integrity, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Equity, Stewardship)
- **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. (Equity, Employee Excellence - Equity, 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. (Equity, Prosperity, Employee Excellence - Equity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Act as Project Coordinator for the assigned emergency projects to ensure the projects are delivered within approved cost, scope, and schedule. Plan and coordinates activities of the Project Development Team (PDT) in the delivery of Emergency Director's Order Projects. Monitor and provide direction and support to construction, budgets, programming and other functional units to resolve any financial issues that may occur during each phase of the project from initiation to closeout. Assist Major Damage Coordinator (MDC) on renewal of the Damage Assessment Form (DAF), E76 form, and with PMs on time extension requests on 131 projects. Provide support to programming and Project Management on 130/131 program. Enter proposed projects or update existing projects in the Asset Management Tool. Provide expertise under said programs as part of the department's Asset Management effort.
40%	E	Provide expertise, develop solution, and coordinate with various Caltrans functional units responding to issues, emergencies and conflicts along the State Highway System. Develop projects to address incidents such as slides, pavement failures, slip outs, flooding, damages from unsheltered encampments, culvert failures, maintenance facility issues within the District 4. Responsible to review, inspect, identify, coordinate with functional units, developing of interim measures and permanent solutions. Typical examples include: Obtaining recommendations, plans/detail and cost estimate from various functional units to develop emergency projects. Addressing inquiries and/or complaints received from the public or local agencies. Review proposed projects to ensure finish product is maintainable by Caltrans Field Maintenance Staff.
10%	E	Maintains contract data records (invoices/contract time frame/dollar balance); resolves financial contractor/region issues which may arise during the life of the contract; close out contract when appropriate including dis-encumbrance of funds, evaluation of contractor, authorization of final payment of invoices and if applicable requesting renewal of contract. Acts as back up Contract Manager for Director's Order (DO) and District Director's Order (DDO) contracts in the absence of MDC.
5%	E	Provide assistance, coordination, information and engineering recommendation as needed. Acts as Office Chief, in his or her absence, when required.
5%	M	Special Assignments - As directed by Office Chief to support various Maintenance Services Branch.

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

This position does not supervise on a regular basis; however, the incumbent may serve as the lead over other staff and will provide program specific guidance to others working on the related programs.
May act for the Office Chief as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Project Coordinator must have:
(1) knowledge of project development procedures, project funding, regulatory requirements, project management, project delivery principles, and Department policies and practices,
(2) ability to exercise sound judgment in recognizing problems, developing alternatives, analyzing risks, and adopting an appropriate course of action,
(3) ability to communicate effectively both verbally and in writing,
(4) Ability to use or learn computer software, project databases, PRSM, and other scheduling tools.
Ability to analyze schedule, cost, and resource documents.
The work and responsibilities require a broad general knowledge of the Department, including project development procedures, maintenance operations, contracting, project programming, and federal funding regulations; the ability to make quick judgments on limited information when emergencies strike; must possess leadership qualities to guide Districts on emergency Director's Order (DO) projects. The incumbent must demonstrate the ability to plan and organize activities, assist on various matters concerning policy development of maintenance functions related to emergency Director's Order (DO) projects, and work effectively and efficiently with internal and external stakeholders. Must have an excellent working knowledge of statewide maintenance functions and the mission, vision, goals, organizations, policies, and procedures of the Department of Transportation. Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction.
Considerable initiative is required for this position to improve and implement the programs to meet the program requirements. Must have practical field engineering experience in highway maintenance/construction techniques.
Must be able to judge work quality and performance, interpret departmental policy, analyze situations accurately, apply sound professional judgment and determine appropriate actions to meet departmental goals, prepare complete and comprehensive reports and articles, and make effective presentations before groups.
Ability to work effectively alone or with others. Must be able to analyze work situations effectively and make sound decisions.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Must be proficient in using a personal computer, particularly Microsoft Office and Windows software, including Excel, Word, and PowerPoint. The ability to prepare effective presentations is highly desirable.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is required.

Must possess a valid California Civil PE license.

A Caltrans Contract Manager Certificate is also required (which can be acquired shortly after becoming the incumbent).

A valid class C driver's license is required when driving a state vehicle.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Project Coordinator is responsible for decisions related to establishing and maintaining project cost, scope, and schedule. Errors in judgment or poor decisions may cause negative impacts on the delivery of the project and result in liability for the Department Responsible for the coordination and development of accurate information and processes needed to develop and prioritize emergency Director's Order projects and other related activities/functions on the state highway system.

Consequences of not considering all factors could be the development of inconsistent or inappropriate policy and methods of maintenance, and procedural errors being incorporated into the Maintenance and other Departmental Manuals, materials and proposed project plans. It could also lead to the misapplication of resources and poor levels of services to the public, and damage to the program effectiveness and/or the department's credibility.

PUBLIC AND INTERNAL CONTACTS

The Project Coordinator will be required to interact with:

- (1) District and Headquarters functional units,
- (2) State, Federal, and Local Agencies,
- (3) Consultants,
- (4) Contractors,
- (5) Property Owners,
- (6) Elected Officials,
- (7) Community Members,
- (8) News Media, and
- (9) Other Stakeholders.

Maintain good relations with the public, contractors, vendors, Caltrans employees, and employees/representatives of other government agencies. In the course of their assignment, the project coordinator may have daily contact with other public agencies and private individuals. Contact may be with a hostile public. The Project Coordinator is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Project Coordinator must have:

- (1) ability to sit for extended periods performing desk work or operating a computer,
- (2) ability to handle multiple tasks, strict deadlines, new situations, and unexpected obstacles, and
- (3) ability to maintain cooperative working relationships and to resolve conflicts reasonably.

Be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The Project Coordinator must meet deadlines and deliverables, sometimes with very tight time frames and/or involving controversial issues. Must deal effectively with pressure, maintain focus, and remain optimistic and persistent under adversity. Must be considerate and respond appropriately to different people's needs, feelings, and capabilities in various situations. Must remain alert in lengthy meetings to collect information. Must be tactful and treat others with respect.

WORK ENVIRONMENT

The Project Coordinator will work in a climate-controlled office under artificial lighting, telework, or combination of both, but on occasion will travel to off-site meetings or project sites. Employee may be involved in meetings and discussions with other agencies and/or parties, which may be less than amicable. Employee will be required to travel and work outdoors for site and activity reviews, and maybe exposed to dirt, noise, uneven surfaces, extreme cold and heat, and work near traffic. Employee maybe required to work near traffic as part of site or activity reviews. When driving a state vehicle, a valid class C driver's license is required.

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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
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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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