

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 8 - Program Project Management	
WORKING TITLE Branch Chief - Project Management Support Unit (PMSU A)	POSITION NUMBER 908-220-3161-002	REVISION DATE 06/08/2026

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 Office Chief of Program/ Project Management (PPM), a Supervising Transportation Engineer, the Senior Transportation Engineer (Senior TE) is responsible for leadership, supervision, and management of the Project Management Support Unit (PMSU), which consists of non-senior level transportation engineers and non-engineering staff. The Senior TE provides guidance to TE Civil and Range-D engineers and will be the focal point for all matters related to project closeouts, value analysis, federal project inactivity, as well as freeway maintenance agreement coordination in support of the PPM Division. Works independently and directly with D8 Budgets/Project Control, District Management, Headquarter (HQ), federal, local agencies and personnel.

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. (Employee Excellence - Collaboration, Innovation, People First)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Collaboration, Innovation, Integrity, 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, Equity - Equity, Innovation)
- 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. (Employee Excellence - Collaboration, Equity, Pride)
- 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, Employee Excellence - Collaboration, People First, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, People First)
- 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. (Equity - Collaboration, Integrity)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Innovation)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Employee Excellence - Collaboration, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Direct and supervise staff responsible for managing and monitoring project closeout to ensure successful completion of projects leading to final-vouchering. Assign staff to manage and process project closeout (MS800) activities for the district; activities include adhering to the accounting guidelines and requirements, plan and project yearly closeout activities, assess and adjust MS800 schedules based on staffing resources, and monitor federal project inactivity and take action as needed. Commit and sign off on behalf of the district on the yearly Headquarter (HQ) delivery plan. Develop a monthly MS800 report for tracking dates consistent with the Federal Aid Data System (FADS).
25%	E	Direct and supervise Transportation Engineers (Civil) performing Assistant Project Manager (APM) duties in support of Project Managers. Provide guidance and advice on all activities of project development relating to project management; including workplan assessment, establishing project schedules, provide funding recommendations in the event of cost overrun, assist in resolving project team member conflicts. Provide assistance in funds requests, program change requests, and federal aid reimbursement requests. Ensure the projects assigned to the Project Managers are delivered according to the delivery commitment.
15%	E	Direct and supervise staff responsible for coordinating the development and completion of Freeway Maintenance Agreements (FMAs) for projects assigned to project managers. Acts as Liaison among project managers and Division of Maintenance staff responsible for development and completion of freeway and FMAs. Assign a district FMA coordinator within the PPM Division to assist project managers with initiating, processing, and completing FMAs for their projects. Oversee the work of consultant staff and provide direction on assigned workload for FMAs. Provide support and guidance to project managers on the FMA process.
15%	E	Direct and supervise staff responsible for managing and monitoring the development and implementation of Value Analysis (VA) as required by the state and federal policies and guidelines. Provide guidance and support on the process of VA. Assign a district VA Coordinator to work with Project Managers to identify projects requiring a VA study. Manage and project VA program needs to ensure project budgets do not exceed programmed amounts. Assist in all aspects of the VA plan including providing and coordinating staff and equipment resources as well as initiating Architectural and Engineering (A&E) contract as needed.
10%	E	Plan, direct, coach, motivate and train staff to help them develop their skill set so that they can contribute to organizational success leading to Employee Excellence. Provide a safe and equitable work environment conducive to creativity, customer service oriented, and respect for one another while fostering teamwork. Responsible for dealing with staff's personnel and administrative matters including completing Staff's Individual Development Plan (IDP), probation reports, and annual performance evaluation.
10%	M	Provide status and updates to Supervising Transportation Engineers within the PPM Division regarding tasks performed by the office of Program Management Support Unit (PMSU). To attend monthly district status meetings and provide updates on delivery commitments performed by the PMSU. To provide assistance and perform other duties related to the Program Project Management to ensure the success of the PPM Division.

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 incumbent is responsible for the direct supervision of transportation engineers and other non-engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of all phases of transportation engineering, including the project development process; principles and techniques of project management; and principles of project funding and budgeting. The incumbent must analyze situations accurately and develop an effective course of action. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decision made by the incumbent will affect project delivery commitments. Improper decisions could result in project delays that could increase project costs, loss of Federal funds, and loss of credibility and good will for the Department.

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PUBLIC AND INTERNAL CONTACTS

Incumbent develops and maintains partnerships between district and headquarter functional units, with federal agencies, other state or local governments; At times, responding to local community concerns, general public issues, and/or contractor out reach forum may also be needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work on a keyboard; manual dexterity; sitting for long periods.
Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines.
Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. May occasionally take field trips to the project site where knowledge of roadside safety is critical and hard hats & vest must be worn.

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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