

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	HQ/Division of Maintenance/Office of Specialized Field Services	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Statewide Transportation-Related Facilities Program Advisor	913-690-3161-XXX	02/06/2026

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

GENERAL STATEMENT:

Under general direction of the Office Chief, Office of Specialized Field Services, a Supervising Transportation Engineer, the Senior Transportation Engineer (Specialist) serves as the Department's statewide subject matter expert and technical authority for the Maintenance and Transportation-Related Facilities (MTRF) Program. The incumbent functions as the assistant program manager and provides statewide programmatic and technical leadership for the planning, programming, funding, asset management, and delivery of maintenance and transportation-related facilities, including maintenance stations, stand-alone sand/salt storage facilities, equipment shops, materials laboratories, warehouses, and transportation management centers. The incumbent is responsible for policy development, research, and program and project development for Maintenance and Transportation-Related Facilities, and manages statewide facilities asset information for Maintenance Facilities, Equipment Shops, Transportation Management Centers, and Materials Laboratories in conformance with Governor's Executive Order S-10-04, Government Code Section 11011, and the State Administrative Manual (SAM) Section 8600 – Property Accounting. The position serves as the Statewide Maintenance and Transportation-Related Facilities Program Advisor for the State Highway Operation and Protection Program (SHOPP) and Highway Maintenance (HM), and provides technical approval, concurrence, and support for Maintenance Facilities and Transportation-Related Facilities Director's Orders, District Director's Orders, and emergency repair projects. The incumbent coordinates closely with district staff and Asset Management to program projects, align capital investments with statewide priorities, and ensure consistency with asset management objectives. This position serves as the primary liaison between the districts and Headquarters Maintenance Program staff, provides statewide monitoring and technical guidance on assigned programs, and exercises independent professional engineering judgment with significant impact on statewide capital investment decisions. The incumbent must possess and maintain a valid Certificate of Registration as a Professional Engineer, Civil, in the State of California.

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, Employee Excellence - Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Equity, Innovation)
- **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, Employee Excellence - Collaboration, Equity, Integrity)
- **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, Employee Excellence - Collaboration, Equity, Innovation)
- **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. (Employee Excellence - Integrity)
- **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 - Collaboration, Equity, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Integrity)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety - Collaboration, Innovation, Integrity)

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- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration, Innovation, Integrity)

TYPICAL DUTIES:

Percentage		Job Description
	Essential (E)/Marginal (M) ¹	
30%	E	Serve as the statewide Subject Matter Expert (SME) for the Maintenance Facilities and Transportation-Related Facilities Program. Develop, interpret, and implement statewide policies, standards, and methods for improvements to maintenance facilities, equipment shops, materials laboratories, transportation management centers, warehouses, and stand-alone sand/salt storage facilities. Provide authoritative technical leadership, direction, training, and guidance to Headquarters and District staff on all aspects of planning, programming, funding, asset management, and construction of maintenance and transportation-related facility projects. Ensure statewide consistency, regulatory compliance, and alignment with Caltrans asset management objectives and SHOPP priorities.
30%	E	Act as the assistant statewide program manager and technical authority for Transportation-Related Facilities within the State Highway Operation and Protection Program (SHOPP). Identify, evaluate, develop, and monitor statewide priority listings for Major and Minor SHOPP, HM-5, and Transportation-Related Facilities (TRF) capital programs. Serve as the Department's Subject Matter Expert responsible for providing technical approval, concurrence, and support for Maintenance Facilities and Transportation-Related Facilities Director's Orders, District Director's Orders, and emergency repair projects, ensuring consistency with statewide priorities, funding eligibility, and asset management objectives. Manage and coordinate statewide capital resources allocated to Maintenance Facilities, Equipment Shops, Materials Laboratories, and Transportation Management Centers. Coordinate closely with district staff and Asset Management to program projects, validate scopes, confirm asset needs, and align funding strategies with statewide investment priorities. Conduct Professional Engineer-level review of project proposals, plans, estimates, and specifications. Plan, organize, and lead statewide meetings, workshops, and coordination forums; prepare reports, funding recommendations, and executive-level briefings supporting capital investment decisions.
25%	E	Serve as the functional lead and SME for statewide facilities asset management, responsible for developing, maintaining, and governing a comprehensive, accurate, and consistent Asset Management Database for Caltrans Transportation-Related Facilities. Provide expert guidance to districts on asset inventory development, data standards, reporting requirements, and condition-based assessments. Coordinate statewide implementation of the Facilities Condition Index (FCI) Preliminary Assessment Tool Program and condition-based funding strategies for Maintenance Facilities, Equipment Shops, Transportation Management Centers, and Materials Laboratories. Develop and deliver statewide training and technical assistance to ensure effective and consistent use of asset data in decision-making.
10%	E	Act as the Division of Maintenance representative and recognized subject matter expert on internal and external committees, task forces, and special assignments related to maintenance and transportation-related facilities. Provide expert consultation, policy interpretation, and technical recommendations to executive management, districts, and partner organizations as required.
5%	M	Acts as Office Chief when required, and assists, as needed, other programs in the office.

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

The incumbent acts as a lead worker and provides direction and guidance to staff. May directly or indirectly provides functional guidance to maintenance employees performing CC and litter abatement activities within the Division of Maintenance.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a thorough knowledge of: public transportation management and administration; principles and practices of project and organizational management; functions of Federal, State and local governments within the area of transportation; and funding practices at all levels of government, knowledge of highway design, traffic and maintenance policies, procedures, standards and other factors relating to highway transportation. Must possess a thorough knowledge of district and statewide Division of Maintenance functions, and the mission, goals, organizations, policies and procedures of the Department of Transportation. This position requires an extensive background in preparing and delivering oral presentations, along with the ability to develop and prepare written documents, compile and analyze data, and direct cooperative working relations with

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representatives of all levels of government, the public, and Legislature. The position requires knowledge of organizational and engineering functions, both within and outside of Caltrans, that pertain to design, operations, maintenance and construction of all types of transportation facilities.

The incumbent must analyze and resolve highly complex and/or politically sensitive problems and inter-agency and public relations issues. The duties and responsibilities assigned to this position require a high degree of maintenance operation expertise and understanding. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action, reason logically and creatively, and make objective recommendations in all issues in relation to Division of Maintenance operations.

Must have a working knowledge of maintenance functions, including safe operating practices, Landscaping and Maintenance practices, buildings and associated improvements, roadside management, contract management, and the principals of program management and procedures of the Department. Must be familiar with field maintenance activities and the IMMS system to track and monitor field maintenance activities.

Must be able to judge work quality and performance, interpret Departmental policy, and demonstrate leadership abilities. Must be able to work independently and as a member of a team, as the work requires. Must be able to understand changing priorities and remain flexible, work as a member of a team and be flexible in a changing environment.

Ability to plan and organize multiple concurrent activities; advise management on a wide range of matters concerning policy development of maintenance functions, integrated vegetation management, highway planting and roadside management. The incumbent must have the ability to analyze complex problems, evaluate technical data and recommend effective courses of action. Must be able to make objective recommendations for maintenance related issues.

The work and responsibilities assigned to this position require that the incumbent possess knowledge and expertise of engineering principles as applied to computer applications and Maintenance operations. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources and to make objective recommendations in maintenance related issues. Must have a basic understanding of analytical study procedures as they relate to accessing and manipulating data from large computer databases.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for independent action and decisions in all efforts relating to Clean California roadside enhancement efforts, including litter abatement activities. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as a loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decision-making. Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public.

Acts as the Department's advisor for litter abatement and help manage various contracts with outside partners. Is responsible for independent action in carrying out assigned duties relating to policy development of related functions. The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate use of resources, procedural errors being incorporated into manuals and contracts, and the misapplication or loss of resources. This position is expected to work closely with Division Managers.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts, Regions, and Headquarters personnel, management and executive staff. Contacts will involve formal and informal communications with Deputy Directors, Division Chiefs, senior managers and program staff. Collaboration with other Headquarters Executive Management and District staff will be required. Establishment of close contacts and working relationships with outside agencies and organizations is also essential.

Incumbent will have frequent contact and must effectively communicate with the general public, representatives of local, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies, such as, Department of Finance, Governor's Office, California State Transportation Agency, representatives of the State legislature, other transportation stakeholders, and industry representatives on complex complete streets issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to sit for long periods of time using a keyboard and video display terminal. Will be required to perform multiple tasks simultaneously. Incumbent must be able to multi-task, adapt to changes in priorities and work on tasks with short notice. Must be able to concentrate in order to review and create technical documents and maintain cooperative relationships with others. Will be required to meet deadlines and deliverables, sometimes with tight time-frames and/or involving controversial issues. Working irregular hours may be required in order to meet project deadlines. Requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork to openly discuss issues and reach consensus. The position requires developing new insights into situations, foster a work environment

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that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The work setting is primarily open space with modular furnishing in a climate-controlled office. Employee may be required to work in close proximity to traffic as part of site or activity reviews. Employee may be involved in meetings and discussions with other agencies and/or parties, which may be less than amicable. The use of a laptop is essential. Travel to the districts and off-site meetings will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays.

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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