

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION 04/Division of Design/Design Services	
WORKING TITLE District Division Chief, Design Services	POSITION NUMBER 904-104-3152-XXX	REVISION DATE 06/16/2026

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 Deputy District Director of Design, a CEA B, the incumbent serves as the District Division Chief for Design Services and is responsible for planning and directing the work for the Office of Design Support, Roadway Design Urban Mobility, Utility Engineering, and Hydraulics. The incumbent's duties include managing the delivery of in-house projects and oversight of projects carried out by the Transportation Authorities and local agencies. The incumbent will ensure staff compliance with the Department's policies and directives, and also achieving Department's goals. Responsible for developing, monitoring and managing the Division's resource allocation, adjusting them as necessary to accomplish assigned workload. Makes recommendations to the Deputy District Director regarding changes in policies, guidelines, procedures and work standards associated with project development and delivery. The incumbent may serve as chief spokesperson for projects at meetings and act as the contact person within the Department and to various outside agency groups, including Federal, other state, regional and local transportation and regulatory agencies.

CORE COMPETENCIES:

As a Principal Trans Eng, 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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Equity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, Pride)
- Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Employee Excellence - Equity, Pride)
- 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)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- 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, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	The incumbent directs staff supporting four offices, Design Support, Hydraulic Engineering, Roadway Design – Urban Mobility, and Utility Engineering in the development of Project Initiation Reports(PIRs), Project Reports (PRs), Plans, Specifications & Estimates (PS&Es), emergency Director's Orders (DOs), and other design deliverables. The Design Support office delivers drafting services and CADD support, manages the District's Quality Management Plan (QMP) and BIM4i program, coordinates and approves key design documents, and leads Division-wide support functions such as hiring, training, and resource management and planning. The office also monitors design functions across the Division and tests and implements new tools, processes, and methods to improve the quality, efficiency, and consistency of design deliverables. The Utility Engineering office serves as the single point of contact for all utility-related activities, including utility verification, mapping, potholing coordination, conflict analysis, relocation planning, and preparation of utility plans, Utility Policy certifications, utility certifications, and Encroachment Variance requests. The Hydraulic Engineering office provides comprehensive hydraulic engineering support for District 4, including drainage recommendations and design for PIRs, PRs, and PS&Es. The office also reviews Encroachment Permit applications, oversees consultant work, and conducts plan reviews. It supports the District's Water Quality Program and provides technical assistance to the Legal Office, Maintenance, and Construction divisions. The Roadway Design – Urban Mobility office oversees Local Agency and Bay Area Toll Authority (BATA) implemented projects to support the development of PIRs, PRs, and PS&Es, prepares PRs and PS&Es for select in-house projects and PS&E packages for Director's Order projects. The incumbent provides overall leadership to ensure consistent, high-quality, and timely delivery of design products, while managing Division resources and coordinating with District leadership to meet staffing and workload needs across the Region.
20%	E	Provides leadership and direction to subordinate managers in recommending and implementing policies, procedures and best practices that promote equal employment opportunity, employee engagement, workforce/succession planning, diversity and inclusion, innovation, and organizational excellence. Establish and maintain a work environment that leverages a diverse and inclusive workforce in order to achieve superior business results.
20%	E	Represents Caltrans at various meetings with elected officials and with Federal, State, Regional and local agencies concerning the scope and content of the Division's transportation program. Confers with Headquarters staff and District Division Chiefs on difficult technical, budget or administrative matters, and directs resolution of highly technical or politically sensitive issues impacting assigned transportation projects. Ensures that State and Federal laws, rules and policies of Caltrans are considered and carried out. Continuously searches for opportunities to implement schedule and cost reducing actions on all projects to avoid rising costs, project delay, and compromised public safety.
10%	M	Develop and implement effective performance management procedures that ensures timely completion of performance appraisals, probationary reports, consistent communication with staff, and when warranted, appropriate corrective and disciplinary actions. Provide continuous feedback to staff that highlight performance successes and develop action plans to close competency deficiencies and performance gaps.
10%	M	Makes recommendations to the Deputy District Director regarding changes in policies, guidelines, procedures and work standards associated with project development and delivery.
5%	M	Coordinates special studies and investigations; participates in the development of changes in policies, programs, standards and concepts.
5%	M	Works on a variety of special projects and assignments as needed by the Deputy District Director, as well as Executive Management.

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 Principal Transportation Engineer directly supervises Supervising Transportation Engineers and indirectly supervises other staff in the performance of planning and design of major and minor projects assigned to the office. The incumbent shall exercise proper administrative and technical control in order to accomplish tasks and on time delivery on projects for the benefit of the Department.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community, and the economy; State and Federal laws regulating the activities of the Department of Transportation; principles and techniques of personnel management and supervision; Caltrans' Equal Employment Opportunity (EEO) Program and Labor Relations Objectives; a manager's role in Safety, Health, EEO, and Labor Relations and the process to meet these objectives.

Ability to administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to Caltrans' Safety, Health and EEO Program, and Labor Relations Objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes decisions regarding policy and procedural matters that will impact the development and delivery of transportation projects. The incumbent will make decisions on complex technical design issues, which may also be politically sensitive. Errors in judgement could result in failure to meet established standards and non-delivery of scheduled projects, resulting in loss of funds, and loss of credibility with Federal, State, and local agencies and the public.

PUBLIC AND INTERNAL CONTACTS

The Principal Transportation Engineer represents Caltrans in meetings and dealings with Federal, State, Regional, and local agencies regarding a variety of transportation projects. The incumbent must establish and maintain good working relationships with the management staff of Corporate Headquarters, other District Divisions, and other Districts

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to respond well to frequent, unexpected changes which may impact resources available and resources needed, and may require redirection of resources to meet changes, or reprogramming, rescheduling or reassignment of work. The frequently changing work environment requires the incumbent have exceptional adaptability, special skills in planning, ability to act quickly and the ability to withstand considerable and continuing pressure. The incumbent must be willing to take risks, initiating actions that involve risk in order to achieve a recognized benefit or advance. The duties of the position require the ability to develop and maintain cooperative working relationships. Incumbent must behave in a fair and ethical manner toward others, and value cultural diversity and other individual differences in the workforce. Incumbent may be subject to and must have the ability to handle irate members of the public in a calm manner, resolving emotionally charged issues reasonably and diplomatically. The incumbent must deal effectively with pressure, maintaining focus and intensity, while remaining optimistic and persistent, even when under adversity. Incumbent must be able to adjust rapidly to new situations warranting attention and resolution, and be open to change and new information, adapting behavior and work methods to new information, changing conditions or unexpected obstacles. To accomplish goals, the incumbent must be able to influence others toward a spirit of service and meaningful contributions toward mission.

WORK ENVIRONMENT

While at the base of operations, the incumbent will work in a climate-controlled office building under artificial light. Periodic problems with heating and air conditioning may result in fluctuating building temperatures and changes in circulation. The incumbent will generally work between the hours of 6:00 a.m. to 6:00 p.m.; however, meetings, such as public meetings, may occasionally require working hours other than those stated and vacations may be restricted during peak times and fiscal year-end closing. The incumbent may occasionally be required to travel in and out of state.

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 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. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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
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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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