

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                                                            |                                                     |                             |
|------------------------------------------------------------|-----------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Senior Transportation Engineer, CT | OFFICE/BRANCH/SECTION<br>Office of Federal Programs |                             |
| WORKING TITLE<br>Highway Bridge Program Manager            | POSITION NUMBER<br>913-110-3161-062                 | REVISION DATE<br>08/06/2026 |

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 Supervising Transportation Engineer, Chief of the Office of Federal Programs, , the Senior Transportation Engineer is responsible for providing experienced, authoritative and professional management of the Highway Bridge Program (HBP) specifically the Local Bridge Seismic Retrofit Program (LBSRP). On occasion, the incumbent is expected to act in a lead professional capacity on behalf of the Office Chief in his or her absence. The incumbent provides engineering judgment and advice in the application and development of law, regulations, policies and procedures involved in developing projects for the repair, seismic retrofit, rehabilitation, or replacement of approximately 12,000 locally owned bridges.

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. (Safety - Innovation)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration)
- 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. (Employee Excellence - Innovation)
- 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. (Employee Excellence - Integrity)
- 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 - Collaboration)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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. (Employee Excellence - Equity)
- 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 - Innovation)
- Technical Expertise**: Depth of knowledge and skill in a technical area. (Employee Excellence - Integrity)

TYPICAL DUTIES:

| Percentage<br>Essential (E)/Marginal (M) <sup>1</sup> | Job Description                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45% E                                                 | Interprets and communicates HBP and LBSRB requirements to Caltrans district staff and local agencies. Coordinates with Federal Highway Administration (FHWA) and HBP Advisory Committee in establishing program policies and guidelines. Implements program policies and provide guidance to the Area Engineers, Structures Local Assistance, and the districts for developing local agency sponsored bridge projects. |

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| 25% | E | Provides guidance to Area Engineers and District Local Assistance Engineers (DLAEs) on Federal Transportation Improvement Program (FTIP) programming. Monitors project delivery and adjusts FTIP back up project list as needed to ensure financial constraints for the HBP. Reviews and either approves or disapproves requests to change project cost, scope, or schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 25% | E | Maintains and monitors project status in various databases. Develops project delivery report for management to evaluate the overall health of the HBP. Identifies delivery problems and takes corrective actions as appropriate in conjunction with Caltrans district staff. Seeks innovative ways to help local agencies to deliver their projects on time and within budget. Seeks efficiencies and ways to streamline processes. Tracks the delivery of LBS RP projects and prepares various reports on the delivery status of the LBSRP for submittal to the legislature and to the California Transportation Commission. Actively participates in and provides administrative and technical services for operation of the HBP Advisory Committee. Determines training needs, develops training material and provides training for target groups, i.e., Caltrans district staff and local agencies. Supports and back up the HBP as needed. |
| 5%  | M | Performs other job-related duties within the scope of the classification as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

<sup>1</sup>ESSENTIAL 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 is not designated Supervisory. The incumbent coordinates with other staff at Caltrans and outside Caltrans partners to ensure highway bridge program implementation. This position provides functional direction and general assistance to DLAEs and other headquarter units involved with this program. This position may also provide lead direction over other engineers, planners and administrators within OFP. The incumbent may direct activities of retired annuitants and student assistants based on the needs of the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Technical knowledge: Knowledge of the federal-aid transportation funding process including the development of the FTIP; knowledge of federal and state laws governing the HBP; ability to analyze project and program information to determine needs.

Managerial knowledge: Ability to participate in developing training courses; disseminate information to the general public, regional and local agency officials. Ability to be pro-active; interpret and communicate changes in program policies and procedures; and anticipate program impacts. Strong organizational skills and communication skills.

Interpersonal skills: Self-motivated and have the ability to work with externals (FHWA, Metropolitan Planning Organizations, local agencies) and across functional areas throughout the Department. Be a motivated selfstarter capable of accepting accountability and responsibility with minimal oversight. Ability to handle critical assignments within short timeframes, undertake multiple tasks simultaneously, and learn tasks with little or no formal training. Have a desire for achieving results quickly and efficiently, display initiative and integrity, and possess the tenacity necessary to achieve results within assigned deadlines. Highly customer service oriented and eager to apply continuous improvement techniques to ensure quality products are presented to management and federal agencies in a timely manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Independently performs the above duties and be accountable for decisions made. Demonstrates sound judgment and effective decision-making skills and be able to quickly assess information that will affect project delivery and take appropriate action. Inappropriate or untimely decisions could reduce the effectiveness of the Local Agency programs, resulting in costly project delays and could impact the Department's credibility and image to the public and transportation users.

PUBLIC AND INTERNAL CONTACTS

This position maintains regular contact with a large number of internal Caltrans headquarters personnel. They also communicate with external partners including the Federal Highway Administration, California Transportation Commission, Regional Transportation Planning Agencies, Department of Finance, Office of Legislative Affairs, and other local, state, and federal agencies. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee is required to stay in the stationary position for long periods of time using a computer, keyboard and monitor. Performing duties for this position requires regular punctual attendance at the office site. Mental requirements may include sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, multi-tasking and charging priorities with short notice. Emotional requirements may include the ability to develop and maintain cooperative working relationships; response appropriately to difficult substations; recognize emotionally charged issues or problems; and acknowledge the various responses.

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WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd location. Business travel reimbursements considers an employee’s designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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 |
|------------------------|------|