

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION North Region – District 3 / Project Development	
WORKING TITLE Design / Engineering Service Branch Chief	POSITION NUMBER 927-200-3161-XXX	REVISION DATE

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 Design a Supervising Transportation Engineer, the incumbent supervises a combination of Project Design and Engineering Service (ES) branch. The branch consists of multiple Design engineers responsible for the production of project study reports, project reports, and contract plans for various types of transportation facilities including, but not limited to, freeway, expressway, and conventional highways. The ES portion is responsible for support to CUPA, QMAP, and Design Decision Documents for permits and design. The incumbent will be the Eureka office District Design Liaison (DDL) with assistant DDL's to assist with geometric reviews, providing guidance and expertise on applying Design Standards, reviewing and preparing design standard decision documents, review of route adoptions and denominations, assist with 2R vs. 3R determinations, Freeway Agreements, utility exception coordination, and encroachment policy exceptions. Travel is required, should possess a valid California Drivers License. PE registration 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.

- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety - Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - 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 - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Stewardship)
- **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. (Employee Excellence - Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Prosperity - Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety - Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	Plan and direct, assign, schedule, supervise, review, give instruction and assistance, and approve preparation of designs, quantities, project reports, project study reports, construction drawings, and Plans, Specifications, and Estimates for transportation projects. Makes decisions and handles difficult technical and administrative problems in connection with directing the work of engineers and others. Ensure assigned projects are completed within scope, cost, schedule, budgeted resources, and departmental standards and practices. Coordinate and guide scope of technical studies of other functional units for assigned projects. Manage workload within the branch to ensure staff work efficiently and effectively. Perform Task Management responsibilities utilizing PRSM system.
30%	E	Attend project consultation meetings with the designated Design Office Chief, Design Engineer (DE), and Project Engineer (PE). With the assistance of DDL assistants, provide a thorough quality review of the draft Design Standards Decision Document following DE review. Consult with designers and oversight engineers and provide assistance and recommendations for resolution of design issues related to the geometric, pavement, utilities, encroachment, or drainage design of their projects. Act as a subject matter expert in HDM, HSM, ADA, PDPM, route matters, and Complete Street concepts and advocate sound and consistent engineering decisions. Coordinate with and make recommendations to Design Office Chiefs when requests are made for approval of Design Standard Decision Documents (DSDD's). Coordinate with and make recommendations to HQ Project Delivery Coordinator for non-delegated approvals. Monitor quality and process requirements in collaboration with HQ Division of Design. Coordinate with HQ Division of Design staff periodically to meet with Design Liaisons from other Districts. Share design knowledge and best practices with district staff through presentations and other methods as appropriate. Coordinate with fellow North Region Design Liaisons to ensure DSDD's are consistent across the North Region. Set up and attend annual (or as needed) process review meetings to review approved DSDD's from the three districts to assess consistency, trends, and process improvement areas, and to gather key performance measures requested by HQ DOD. Track DSDD's and prepare report of key performance measures and indicators. Archive DSDD's in statewide database (DRS). Provide Quality Control and Quality Assurance roles as identified in North Region Quality Management Plan as identified therein as roles of the DDL for design standards, route matters, and utility and encroachment policies. Assist with technical expertise and review on Design-Build and CMGC projects.
15%	E	Prepare or review status reports, monitor project status, prepare project management reports, prepare correspondence and reports, and attend meetings related to project delivery.
15%	E	Perform personnel evaluations and maintain staff discipline. Participate in the hiring, mentoring, training, and development of staff. Attend and hold staff meetings, develop personnel staffing and workload plans, hold quarterly Safety meetings, and perform other supervisory duties.
10%	M	Provide consultation and project review during K, 0, and 1 phase on projects. Review and prepare engineering documents, reports, plans, estimates and other engineering related information for projects, primarily providing quality assurance but also as a supporting role. Plans included but not limited to layouts, profiles, typical sections, title sheets, super elevation, diagrams, drainage, construction details, grading, utilities, traffic striping, stage, construction, detours, and quantities as well as the incorporated plans, specifications and estimate from DES and other functional divisions. Review, understand, and apply Caltrans' standards, manuals, guidelines, policies and directives to project reviews. Responsible for reviewing the M300 submittal for completeness prior to the 90% Safety and Constructibility reviews.

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 supervises Professional Engineers range A-C to deliver Caltrans projects that are ready to Bid. The position also supervises technical transportation engineers to manage and recommend design decision documents for approval and guides the QMAP and CUPA process.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the North Region Project Development process from K to completion of 1 phase. Capable of interpreting and applying Caltrans design standards on Caltrans various systems.

Ability to: understand construction contract plans, facilitate meetings, make effective presentations; prepare correspondence, and reports; communicate effectively both verbally and in writing; relate to and work with interdisciplinary project teams to identify and resolve project issues.

Analytical Requirements: analyze situations accurately, identify potential conflicts, and adopt an effective course of action; review

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

project schedules and determine appropriate level and timing of review; recognize issues that are of a regional significance and implement an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or decisions could affect public safety, affect environmental quality, cause project delay, and result in excessive cost for project construction or result in tort liability for the Department. Employee is responsible for timely completion of quality work while following established policies, procedures and guidelines including the proper use of State equipment.

PUBLIC AND INTERNAL CONTACTS

Routine contact by phone or in person with District, Region and Headquarters Caltrans personnel, contractors, engineering consultants, developers, representatives from other government agencies, the public, and industry representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit all for long and short periods of time using a keyboard and a mouse (fine manipulation), view a video display terminal and use a telephone. Incumbent is subject to sit, stand, kneel, stoop, bend, walk, drive, write (simple grasping), and lift files.

Incumbent may be required to master new technical knowledge, complete projects with short notice, adapt to changes in priorities, accommodate project changes, review lengthy reports, organize files, prioritize workload, adhere to procedures, solve problems, analyze data, perform research, and meet deadlines.

WORK ENVIRONMENT

While at their base of operation in an office setting, employee will work in a climate-controlled office under artificial light. During construction season, employee may be loaned to construction to work as a resident engineer, construction inspector, materials tester, or in surveys. Incumbent may be required to live away from their permanent residence during the week and work outdoors. During fieldwork, incumbent may be exposed to traffic, noise, dirt, water, uneven surfaces, and extreme heat or cold.

Periodic travel is required for fieldwork and training. Periodic overtime and overnight travel is required. Travel may require the use of State supplied vehicles that vary in size. Possession of a valid California Drivers License is required when operating a state owned vehicle.

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
------------------------	------