

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                                                            |                                                      |               |
|------------------------------------------------------------|------------------------------------------------------|---------------|
| CLASSIFICATION TITLE<br>Supervising Trans Engineer, CT     | OFFICE/BRANCH/SECTION<br>Maintenance/D07/Engineering |               |
| WORKING TITLE<br>Maintenance Engineering Chief; HM Program | POSITION NUMBER<br>907-602-3155-003                  | REVISION DATE |

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

GENERAL STATEMENT:

The Supervising Transportation Engineer serves as an Office Chief, under the general direction of the Principal Transportation Engineer or Deputy District Director of Maintenance. The Supervising Transportation Engineer serves as the acting, Principal Transportation Engineer or Deputy District Director of Maintenance in his or her absence. The Supervising Transportation Engineer, maintains a customer service management orientation and encourages continuous innovation and improvement in managing the following activities. The Supervising Transportation Engineer must adhere by all Caltrans policies and directives.

CORE COMPETENCIES:

As a Supervising Trans 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Prosperity - Collaboration, Integrity)
- 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. (Equity - Collaboration, Equity)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Collaboration, Equity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity - Collaboration)
- 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. (Prosperity, Employee Excellence - Collaboration)
- 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. (Safety, Equity - Collaboration, Innovation)
- Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Employee Excellence - Equity)

TYPICAL DUTIES:

| Percentage<br>Essential (E)/Marginal (M) <sup>1</sup> | Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% E                                                 | Oversees and manages Design Units responsible for preparation of scoping documents, Plans, Specifications and Estimates (PS&E) for various Highway Maintenance (HM) Major Maintenance Programs to maintain the standards established in the Highway Maintenance Policy Directive, as well as Major and Minor State Highway Operation and Protection Program (SHOPP) Projects, to preserve the public investment in the highway system and ensure that the system will continue to provide maximum benefit to the public. Oversees and manages Program Advisors for various HM Major Maintenance Programs. Oversees and manages the preparation of Freeway Maintenance Agreements and Operations and Maintenance Agreements with local agencies and other transportation agencies. |

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| 30% | E | Manages the Personal Service dollars and Operating Expenses across multiple Major Maintenance (HM) Programs and funding sources. Estimates and develops workload standards, Person Years and resource needs for the various HM Programs. Responsible to lead, supervise, direct and manage the office of varied professional and technical staff. This position will develop work plans and evaluate the performance to determine if the Division is on track to meet the targets set for the various HM Programs. This position will continue to promote cost control and efficiency strategies, set specific goals and quantifiable accomplishments and direct maintenance activities designed to prevent increases in costs. |
| 25% | E | Responsible for attending various staff and Major Maintenance Program meetings, conducting public presentations and conducting presentations to outside agencies, with regard to Office of Maintenance Engineering projects and Maintenance Agreements. Responsible to participate in the District 7 Emergency Operation Center (EOC) as Operations Section Chief or other duties as required. Represents the Division of Maintenance as the D7 Rotation Coordinator.                                                                                                                                                                                                                                                           |
| 5%  | M | Represents the Department in meetings and / or presentations with state, regional and local agencies concerning the scope and content of the Maintenance Division's Major Maintenance and Capital Outlay Support programs; collaborate with internal and external customers.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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<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**

Directly supervises Senior Transportation Engineers.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Supervising Transportation Engineer must possess a valid license as a Professional Engineer, Civil by the California Board of Registration. This person must have general knowledge of methods of constructing and maintaining highways, highway economics and financing; the principles and techniques of personnel management and supervision; ability to analyze situations accurately and adopt an effective course of action; communicate effectively and work well with others both within and outside the organization.

This individual must be innovative, willing to try new solutions to old problems, willing to look for and encourage streamlining of procedures to reduce the time required for project delivery and other activities. This person must have an attitude of customer-oriented service and continuous improvement. This person must be willing to accept the opposition and resistance that will accompany innovative thinking and be ready to support his/her position persuasively.

This position requires the highest degree of analytical ability to make professional engineering judgments and recommendations on operations and scheduling, and personnel and operating expense budget decisions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The majority of the decisions made by the Supervising Transportation Engineer, is not reviewed and must be carefully thought out to assure that established policy and procedures are followed. Improper decisions could result in deadlines not being met and monetary loss to the State.

**PUBLIC AND INTERNAL CONTACTS**

A wide span of contacts are maintained with both the public and with the Department, District and Statewide. Daily contact with officials from State, City, Counties, public and private agencies. Consistency, equity and uniformity of administration are critical to the public perception of our organization.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

This individual may be required to sit for long periods of time, attending meetings. Due to the level of responsibility of the position, there could be considerable stress in handling various fiscal and program issues required of the position.

**WORK ENVIRONMENT**

The incumbent will work in a climate controlled office under artificial light. Incumbent may also be required to travel to off-site locations for meetings.

**ADA Notice**

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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