

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 9/Project and Asset Management	
WORKING TITLE Project Manager	POSITION NUMBER 909-100-3161-XXX	REVISION DATE 06/23/2026

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 9 Director for Right of Way, Project & Asset Management, Single Focal Point (SFP), the incumbent serves as the Project Manager (PM) responsible for delivering assigned capital projects, including special or locally funded projects. The PM ensures that each project is completed in accordance with the approved scope, schedule, and budget. The PM has authority over project team members regarding cost, schedule, and coordination of work. The PM will coordinate with local partners and represent District 9 Project Management with transparency and accountability.

As a Senior Transportation Engineer, the PM is accountable for delivering capital projects, including those with significant civil engineering components. This responsibility spans from project initiation through project completion. The PM manages project team members to develop and uphold commitments for costs, schedules, and work coordination, ensuring that quality projects are delivered within approved parameters.

The PM is responsible for monitoring and coordinating activities performed by Capital Outlay functions that support project development. The PM communicates and collaborates with Headquarters and District functions, local agencies, and external stakeholders. The PM keeps the SFP informed of all major issues that cannot be resolved at the Project Manager level.

A valid certificate of registration as a Civil Engineer issued by the California State Board of Professional Engineers, Land Surveyors, and Geologists 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.

- **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, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Integrity)
- **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. (Prosperity - People First, Stewardship)
- **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 - Innovation, Pride)
- **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. (Equity - Equity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Collaboration, Equity, Innovation)
- **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 - Innovation, 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. (Employee Excellence - Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action - Integrity, Stewardship)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹		Job Description
30%	E	Serve as the Project Team Leader and coordinate the integration of project delivery processes across all participating functional units and external agencies. Monitor and manage the progress of each multi-disciplinary unit involved in project delivery, ensuring their commitments support the approved scope, schedule, and budget. Identify project conflicts and issues promptly, resolving them when possible and elevating them when necessary.
25%	E	Lead the development and continuously monitor and control project scope, schedules and costs (support and capital), and report timely and accurate project status information to District Management and external sponsors on a regular basis.
20%	E	Develop and manage project charters, risk management plans, communication plans, and project workplans through coordination with all participating Functional Managers and the Project Management Support Unit (PMSU). Ensure that all required plans are complete, appropriately detailed, and consistent with the approved project scope, schedule, and budget. Monitor actual support costs against planned costs and communicate performance measure status to the Asset Manager on a continuous basis. Ensure project scheduling aligns with, or is ahead of, the timelines established in the State Transportation Improvement Program (STIP), the State Highway Operation and Protection Program (SHOPP), and any other applicable programming documents. Ensure that the assigned projects are developed in conformance with applicable project development procedures.
15%	E	Utilizing Project Management software and databases, the PM coordinates with the PMSU staff to produce a wide variety of reports to control costs and schedules and to report on the status of projects.
5%	M	Serve as the single point of contact with Corporate Headquarters staff, Public Information Office, local agencies and the public for assigned projects.
5%	M	Participate in development of programs for funding of projects, process cost and schedule changes, and track programming changes throughout the project duration in accordance with Caltrans policies and practices.

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 PM is expected to achieve results through others in a matrix organization. Although the PM does not directly supervise staff in the traditional sense, the PM provides direction to a multidisciplinary project team whose members are administratively supervised by their respective Functional Managers. The PM is expected to negotiate, facilitate, and resolve conflicts collaboratively with team members, elevating issues to Functional Managers only when necessary.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- The principles, processes, and tools of project management, as well as the Department’s project development procedures, to ensure the delivery of quality projects on schedule and within budget.
- All phases of transportation engineering and a comprehensive understanding of the full project development process, including the technical requirements of all functional units that contribute to project delivery.
- The Capital Project Delivery Process and the policies and practices governing each phase of project development (Public Information, Environmental, Design, Right of Way, Construction).

Ability to:

- Provide leadership necessary to manage project costs and schedules, guiding multi-disciplinary teams and incorporating input from the public, local officials, and departmental staff to achieve consensus and successful project delivery.
- Plan, prioritize, and organize work effectively; collaborate with others to establish common goals; and deliver projects efficiently and within established parameters.
- Demonstrate thorough knowledge of Caltrans programming and project management databases including Project Resource and Schedule Management (PRSM), California Transportation Investment Tool (CTIPS), FileMaker Pro, Excel, and Project Management software—to develop accurate workload, cost, and schedule projections.
- Exercise sound judgment and interpersonal skills to effectively represent Caltrans to internal partners, external agencies, and the public, ensuring that projects address community and traveler needs.
- Travel to meet with local transportation partners, address elected officials and the public, and participate in meetings with Regional Transportation Planning Agencies and Metropolitan Planning Organizations.
- Work independently, effectively, and efficiently to coordinate multiple assignments and tasks, while maintaining performance

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

under pressure and meeting tight schedules.

Skills to:

- Analyze raw data, reason logically, identify problems, develop solutions, and provide recommendations and presentations that support improved processes and simplification. The work assigned is detailed, complex, and variable, requiring independent action, initiative, and sound decision-making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery and/or cost, including Capital Outlay Support costs. Failure to identify and resolve issues early, or failure to coordinate and monitor the program with the functional units assigned to the project, can result in an unacceptable project delay and/ or a cost increase. This type of failure will lead to a lack of credibility with Regional and Corporate Headquarters functions, the California Transportation Commission, local agencies and the public, thereby affecting Caltrans' ability to deliver its Capital program.

PUBLIC AND INTERNAL CONTACTS

The incumbent is required to maintain good relations with members of the public and employees within all Caltrans departments, as well as other agencies. Incumbent may have daily contact with other public agencies and private individuals. Employee is expected to maintain a favorable public image for the State. Incumbent may occasionally encounter hostile members of the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work with keyboard; manual dexterity.

Must be able to sit and/or stand for long duration and perform tasks utilizing a PC (laptop/workstation). Requires occasional bending, stooping and kneeling.

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner.

May be subject to and have the ability to handle irate public in a calm manner. Ability to resolve emotionally charged issues reasonably and diplomatically.

Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

While at their base of operation or teleworking at an off-site location, employees will work in a climate-controlled office under artificial light. Most employees will work in workstations with cubicles. This is in close proximity to other co-workers. Employee may also be required to travel and occasionally conduct field reviews outdoors. A valid drivers license is required when operating a state owned or leased vehicle. This may require exposure to dirt, noise, uneven surfaces and extreme heat or cold.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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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