

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 10/Maintenance/Maintenance Engineering	
WORKING TITLE Office Chief, Maintenance Support Services	POSITION NUMBER 910-600-3155-XXX	REVISION DATE 06/19/2026

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 Deputy District Director (DDD) for Maintenance, a Principal Transportation Engineer, the incumbent serves as the Office Chief for the Office of Maintenance Support Services. The incumbent is responsible for directly supervising specialist and supervisor classifications including: Senior Transportation Engineer, Senior Landscape Architect, Maintenance Manager II, and Caltrans Maintenance Area Superintendent. The incumbent will lead the Maintenance Support Offices and staff responsible for the District Vegetation Management Program and Emergency Management. The Office Chief of Maintenance Support Services is responsible for integrating the Department's Strategic Plan into program and act on behalf of the Deputy District Director. Requires Possession of a valid California Professional Engineering License.

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, Employee Excellence - People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, 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. (Safety, Prosperity - Collaboration, Stewardship)
- **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. (Safety - People First)
- **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. (Safety, Equity, Employee Excellence - Collaboration, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action - Collaboration, Innovation, People First)
- **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. (Safety, Employee Excellence - Collaboration, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Employee Excellence - Integrity, People First)
- **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. (Safety, Employee Excellence - Collaboration, Integrity, People First)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Resource Management: Develops, implements, and manages the Maintenance Personal Service (PS) and Operating Expense (OE) budgets for the Offices of Maintenance Support, Vegetation Management Scale-up, and Emergency Management. Clearly communicates the organization's mission, vision, and strategic management plan and strategies. Provides staff with the resources needed to perform their assigned duties successfully (e.g., tools, equipment, materials). Reviews proposed changes in policies and procedures as they relate to the Maintenance Program and individual programs for operational needs.

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20%	E	Supervises and oversees a Maintenance Manager II responsible for the planning, organization, and directing of the work assigned to the Office of Maintenance Support, Fleet Optimization and Acquisition, Encampments, and On-boarding Training for the District 10 Maintenance program.
20%	E	Supervises and oversees a Senior Landscape Architect responsible for supervision of the preparation and implementation of the District Vegetation Management Plan (VMP). The District VMP aids in the planning, budgeting, contracting, implementing, scheduling, and accountability reporting by District Maintenance work forces and Contracted work forces. The District VMP is responsive to the management goals, objectives, and metrics in the Caltrans Strategic Management Plan (SMP), the Maintenance Strategic Management Plan, the California Wildfire and Forest Resilience Plan, and other organizational drivers and plans related to climate resiliency.
20%	E	Supervises and oversees Emergency Management: a Senior Transportation Engineer (Specialist) serves as Project Manager responsible for managing and facilitating the development and engineering administration of major damage/emergency projects from inception through construction completion and close-out. In addition, a Caltrans Maintenance Area Superintendent (Specialist) responsible to keep Caltrans' Emergency Management program at a readiness to respond to any massive disaster emergency such as earthquake, flood, natural or man-made disaster, etc.
5%	M	Serves on various committees representing the Maintenance Program for the District; encourages innovative solutions from staff and serves as a role model by striving for continuous improvement. Responds to questions or inquiries from the public and other public agencies. Acts as a liaison with local agencies and Headquarters staff.

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 incumbent provides direct first-line supervision to Senior Transportation Engineers, Senior Landscape Architects, Maintenance Manager II, and Caltrans Maintenance Area Superintendent, including specialists and supervisors.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires day-to-day analysis and monitoring of work programs and activities. The incumbent must be able to analyze and prioritize routine, new, and unforeseen work especially in emergency and overtime situations. Has overall responsibility for the Maintenance Support Services activities. Must possess a thorough knowledge of statewide programs and the mission, goals, organization, and procedures of the Department of Transportation. Must have the ability to coordinate activities with other District Divisions and with city and county officials. Must be able to articulate program policies and goals to management, staff, and the public. Must be able to advise management of program status and its benefits. Public acceptance of maintenance practices will be gained, in part, as a direct result of tactful communication. Must possess sound techniques for handling sensitive issues. Knowledge of funds and appropriations to evaluate the maintenance budget for supervising, implementing, and reviewing required resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has the responsibility to provide management guidance and direction personally and through the staff to all units. To carry out the mission, this individual must possess a high degree of understanding of the Department's purpose, mission, vision, goals, policies, and functions. Errors in judgment could lead to the inefficient and ineffective use of resources and may affect the ability for Caltrans to deliver its work program.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with multiple Department managers and staff, federal/state/regional/local agencies, academic personnel, a broad range of topical experts, international contacts, and industry representatives at all levels, both within and outside the transportation sector. Contact with legislative staff and the general public may also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to sustain mental activity needed for report writing, problem solving, analysis and reasoning. The incumbent must be able to develop and maintain cooperative working relationships, respond to difficult situations, and must be able to recognize emotionally charged issues or problems. The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

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WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting with occasional travel to field locations potentially working outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold, as required.

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 incumbent will be required to commute to the headquartered location as needed to meet operational needs. All commute expenses to the headquartered location will be the responsibility of the employee.

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.

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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