

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	Division of Design	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Chief, Office of Project Support	913-200-3155-004	12/02/2025

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 Division Chief of the Division of Design, the incumbent is responsible for providing essential project support to assist in the delivery of high-quality transportation projects by the Districts and external partners. This responsibility is accomplished in collaboration with other division offices, District Design Liaisons, and Project Delivery Coordinators. Some of key responsibilities include geometric design, performance-based design, route matters, freeway agreements, encroachment and utility policies, resolution of necessities, and approval of exceptions that are not delegated to the Districts. Additionally, the incumbent is responsible for managing the office's business plan, workload, resources, and the supervision of direct report staff.

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 - Collaboration, Equity, Innovation, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Collaboration, Integrity, Stewardship)
- 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, Employee Excellence - Collaboration, People First, Pride, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Climate Action, Prosperity - Collaboration, Integrity, People First, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Climate Action, Prosperity - Equity, People First, Stewardship)
- 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. (Safety, Prosperity - Collaboration, Equity, Integrity, People First)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Climate Action, Prosperity, Employee Excellence - Collaboration, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
20%	E	Provides guidance, advice and support to the Districts and other functional areas on the application and interpretation of innovative intersections such as roundabouts and diverging diamond interchanges and other issues related to state-of-the-practice design.
20%	E	Provides approval or denial of requests for permitting longitudinal encroachments and other utility policy exceptions.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	Provides guidance, advice and support to the Districts and other functional areas on the preparation of Project Initiation and Approval Documents and Route Matters (New Public Road Connections, Freeway Agreements, Relinquishments, and Route Adoptions).
15%	E	Participates as a Condemnation Panel Member for resolutions of necessity property acquisitions, participates in hearings with property owners, and coordinates with Districts as needed to prepare for presentations before the California Transportation Commission (CTC).
15%	E	Develops, in coordination with the Division of Programming and the Districts, (CTC) agenda items and technical engineering reports related to route matters, including new public road connections, route adoptions/recessions, and resolution of necessity appearances.
5%	M	Maintains communications with industry, Federal highway Administration (FHWA), Transportation Research Board (TRB), American Association of State Highway and Transportation Officials (AASHTO), Western Association of State Highway and Transportation Officials (WASHTO) and other agencies through participation in task force meetings, seminars, workshops, and training activities. Coordinates with Headquarters Divisions, Districts and local, state and federal agencies to resolve complex issues related to delivery and design of transportation projects as needed.
5%	M	Participates in Headquarters and District process reviews to identify needed improvements in policies and processes in project delivery, as well as to monitor established performance measures.

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
Incumbent is responsible for the general and direct supervision of Office of Project Support Staff .

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge: Must have a thorough knowledge of Caltrans' organization, Departmental policies, financial constraints and procedures. A broad and in depth knowledge of the Department's project delivery policies, procedures, standards, and other factors relating to the design of transportation facilities is essential. A detailed knowledge of organizational relationships and engineering functions internal and external to the Department that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is a must. Knowledge of state and federal statutes and regulations as they pertain to the delivery of transportation projects is highly desirable.

Abilities and Analytical Requirements: Based on experience and expertise, must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties. Must be creative and innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvement to achieve program goals. In response to requests from Department executive management, Agency, and the Legislature, the incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources, evaluate that input, develop alternative courses of action, and make objective recommendations in all issues relating to accelerating project delivery. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. Must be effective in communication with top departmental management, industry representatives, Federal, State and local agencies, and the general public on issues involving transportation facilities.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Incumbent is responsible for independent action and decisions in all efforts relating to project delivery. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgments and decision-making. Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS
The incumbent must maintain continuing personal contact and cooperative working relationships with Districts, Regions, and Headquarters personnel and management. Establishment of personal contacts and working relationship with outside agencies and organizations is also essential. In addition, the individual must effectively communicate with the general public, the legislature, Federal, State, Local agencies, top management, and industry representatives on issues involving complex transportation issues.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires periodic travel to the districts, an excellent state of mind and the ability to make clear, timely judgements under pressure. It also requires teamwork orientation to openly discuss issues and reach consensus.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The use of a laptop computer is essential. Travel to the districts will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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. For permanent and limited term appointments, all commute expenses to the headquartered 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
------------------------	------