

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 6 – Program/Project Management	
WORKING TITLE PROJECT MANAGER Specialist	POSITION NUMBER 906-100-3161	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 general direction of the Project Management Office Chief (Supervising Transportation Engineer), the Senior Transportation Engineer (Specialist) functions as a Project Manager responsible for leading and coordinating all phases of project development, from initial scoping through construction completion and close-out. The incumbent ensures that each assigned project is delivered successfully—aligned with the approved scope, completed on schedule, and managed within established capital and support budgets. The role also includes preparing reports and providing support to the Deputy District Director for projects within the State Transportation Improvement Program (STIP), the State Highway Operation and Protection Program (SHOPP), and various other state and federal funding programs. Responsibilities may also extend to locally funded projects and oversight of projects administered by external entities. A valid California Professional Engineer (PE) license 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Integrity, People First)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration, People First, Pride)
- **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 - Collaboration, Integrity, People First)
- **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, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Equity, People First, Pride, 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 - Collaboration, Equity, People First)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Prosperity - Collaboration, People First, 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. (Employee Excellence - Integrity, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Plans, organizes, coordinates, and controls transportation projects to manage scope, schedule, cost and risk. This includes utilizing Project Resource and Schedule Management (PRSM) application and other software and database packages to produce reports to monitor support cost, schedule, and progress of transportation projects. Manages both capital and support costs. Monitors and controls actual cost against planned annual and total programmed budget. Consults and advises District Management and serves as direct representative in major program areas at private, public, council or board meetings. Provides technical oversights and works closely with the Program and Project Management Coordinators and other functional Delivery Managers to assure project delivery within project schedule, scope and budgeted resources, and departmental standards and practices.
25%	E	Assembles and directs a project team of functional managers, local representatives, and resource or permit agencies to ensure project completion is on schedule and within budget while maintaining the overall quality of the project. Leads the Project Development Team in developing Project Workplans for scope, schedule and cost. Manages and coordinates internal and external transportation engineering project activities. Obtains the services of functional units by negotiating agreements with functional managers to meet project commitments.
15%	E	Communicates and provides timely and accurate information about the project status to District management and functional managers on a regular basis. Identify project conflicts and issues in a timely manner and elevate if unable to resolve directly. Ensures that all reasonable alternatives are explored before requesting changes. When a change is required, the incumbent will thoroughly document the reasons for the change. Request Management approval when changes are required on project scope, schedule and cost.
10%	E	Ensures that the project is developed in conformance with the applicable project development procedures and process, and ensure the overall quality of assigned projects.
10%	M	Serves as the single point of contact to communicate the status of project progress and information as needed by District Management, Headquarters, and external stakeholders.

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
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have thorough knowledge of all phases of the project development process, from initiation to environmental, design, right of way, construction and close-out; funding and budgeting; and principles and techniques of project management. The incumbent must analyze situations accurately and develop an effective course of action considering alternatives and risks. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally. The incumbent must have the ability to provide leadership necessary to develop and control project scope, schedule, and cost through the use of multi-disciplinary project development team (Task Management), which includes input from and consensus of, the public, local, and team members. Incumbent is expected to achieve results through others while working in a matrix organization.

Possession of a valid California PE license to establish and maintain employment is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent must 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 or external stakeholders can result in project schedule slippage and/or cost increase. This type of failure will lead to distrust on the part of the District, CTC, the local agencies, and other entities, and a lack of credibility concerning Caltrans' ability to deliver its program.

PUBLIC AND INTERNAL CONTACTS
The incumbent will have full responsibility as the District's Management Representative for all meetings pertaining to project activities. This will require coordinating and communicating with local governmental agencies, other State agencies, and with the public. The incumbent will coordinate and advise the Asset, Program and Project Management Division Chief and Office Chiefs

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of all contacts and tentative schedules for public information meetings, public hearings and individual meetings with these entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee may be required to transport a laptop computer, plans, specifications, or displays while on field visits. Employee may be subjected to high levels of stress related to project delays, costs and schedules. Incumbent must be able to resolve conflicts without escalating each issue to Management.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee may also be required to travel and occasionally conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, 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.

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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