

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	Construction Field Office East	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office of Construction Field- Office Chief	907-502-3155-006	04/15/2026

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 Director of Construction, the incumbent is responsible for the planning and management of the Department's highway construction program within the boundaries of the East area in the Los Angeles County. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required. He/she performs the following duties:

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 - Innovation, Integrity, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Plans and directs the activities of field construction contract administration staff in Office of Construction Field- East Los Angeles County and coordinates these activities with the other District Construction Office Chiefs and with other district office; recommends revisions to presently established policies to meet the goals and objectives of the field construction function; and initiates new or revised policies compatible with existing statewide construction. Maintains direct communication and coordinates the activities of all field personnel in Office of Construction Field- East area through his/her staff of Construction Engineers; maintains liaison with the Office of Construction Engineering Management Chief and with other Office of Construction Field Chiefs. Conducts review of Caltrans field personnel in the Office of Construction Field-East area to assure quality of work and uniform administration of contracts.
35%	E	Reviews with construction engineers their field personnel work product to assure quality of work is conducted properly and timely. This includes holding subordinate construction engineers accountable for making decisions, regarding resource/scheduling staff to administer contracts and adhering to project commitments of the scope, schedule, cost, resources. Ensures that construction engineers have knowledge and ability to utilize risk management, earned valued management and quality management to; resolving project delivery conflicts, setting project goals and priorities, establishing guidelines, and controlling resources to accomplish the goals. Ensures that subordinate construction engineers plan and provide job related and mandatory training for their field construction staff; evaluates job performance of their staff and plans and implements effective corrective measures. Ensures that field personnel maintains and promotes partnering and professional working relations with the contractors and the public. Advises the Deputy District Director of Construction on the full range of complex issues related to construction contracts within Office of Construction Field- East and the District's Construction Program.
10%	E	Maintains constant communication with HQ Construction Coordinator, District Construction Engineering Management, District Project Management Office and Project Managers, District Design Managers, District Traffic Managers, District Maintenance area superintendents and supervisors and District External Affairs staff in resolving Construction activities and contract delivery related issues.
10%	E	Represents the Department in negotiations with public bodies with regard to construction matters; fosters and coordinates balanced transportation construction planning in cooperation with regional transportation planning agencies. Represents the Department in meetings with federal, state, regional and local agencies concerning the scope and content of the Division's construction program. Speaks before public bodies on transportation and construction matters. Consults with corporate headquarters staff and Deputy District Director of Construction on difficult technical, budget or administrative matters, and is responsible for directing resolution of highly technical and/or politically sensitive issues impacting assigned transportation projects.
5%	M	Reviews Value Engineering Change Proposals (VECP), and provides recommendations to the Deputy District Director of Construction for consideration and may perform other duties assigned by the Deputy District Director of Construction.

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

Provides direct first-line supervision to six Senior Transportation Engineers. Has oversight responsibility for the operation of the construction program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltran's organization departmental policies and procedures and Caltrans' construction process. Knowledge of Federal and State laws regulating the activities of the Department. Knowledge of methods in planning, organizing, directing and evaluating construction program administration and overall performance. Knowledge of principles and techniques of programming, budgeting, supervision and personnel management. Knowledge of organizational relationships and engineering functions both within and outside of Caltrans that pertain to the construction of transportation facilities. Ability to administer a complex engineering program, and plan and direct the work of staff assigned. Ability to analyze and resolve highly complex and/or politically sensitive issues, and inter-agency and public relations issues. Ability to formulate and implement policies and procedures, and to establish performance goals and objectives. Must have the ability to communicate, both orally and in writing, with all levels of management and employees, both in Headquarters and the districts, other state and federal agencies, legislators, local agencies and community groups.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for all major decisions and consequences of error for all major decisions inherent in planning, organizing, and directing the District's construction activities. Failure to meet delivery and budget commitments as prescribed by

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Federal, State and Local agencies could result in loss of transportation funding and damage the Department's credibility. It could further lead to conditions that endanger the traveling public and increase potential liability against the department.

PUBLIC AND INTERNAL CONTACTS

The Office Chief of Construction Field East represents the Department at meetings with federal, state, regional and local agencies and the public concerning the scope of the District's construction program. In addition, the incumbent speaks in public on transportation matters pertaining to District 7 and establishes and maintains good working relationships with other districts, headquarters management, local jurisdictions, and contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- The physical demands described here represent those that must be met by the incumbent to successfully perform the essential functions of this position. Reasonable accommodation may be made.
- The incumbent is regularly required to listen and speak to others in person and on the telephone and to make public presentations.
 - The incumbent is regularly required to travel by car to various field offices and construction sites throughout the District, and is also regularly required to travel by car, train or plane to attend meetings and events throughout the state.
 - The incumbent is regularly required to review, comment and present written documents and material.
 - The incumbent must be able to sustain mental activity to write technical reports, resolve politically sensitive issues, manage diverse field construction issues, and deal with a large number of complex problems simultaneously.
 - The incumbent must be able to maintain emotional control during conflicts.
 - The incumbent must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations, and recognize emotionally charged issues or problems and perform appropriately.

WORK ENVIRONMENT

- The work environment characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made.
- While performing the duties of this job, the employee usually works in an office environment, but occasionally may be required to work outside in all weather conditions.
 - The noise level in the work environment is usually moderate, although some public meetings and work sites may be loud.

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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