

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	District 7/Division of Trans Safety & Ops/Office of Permits	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Chief, Office of Permits	907-397-3155-002	12/18/2025

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 District Director for Transportation Safety and Operations, the Supervising Transportation Engineer serves as the Office Chief/District Permit Engineer (DPE) managing all activities in the Office of Permits. The incumbent is responsible for developing, implementing, and enforcing, all permit policies including film permits; and administering accounting, labor relations, personnel, overtime, safety, and training policies for the office. The incumbent also manages Truck Services and Park and Ride related functions.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is required.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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)
- 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. (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)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Serves as the DPE. Provides direction and guidance to staff in the review, approval, or denial of permit applications; approves work-products and activities performed by staff involved in processing, issuing, inspecting, and archiving encroachment permit projects, in compliance with departmental standards while ensuring excellent customer service; coordinates with permit applicants, consultants, and District/Headquarters functional units, to clarify departmental policies/procedures and to resolve project-specific issues.
20%	E	On encroachment permit matters that are discretionary, or for otherwise sensitive projects, personally responds to the public, local agencies, consultants, media, representatives of elected officials, and/or District/Headquarters top-management via letter, telephone, e-mail, or meetings.
15%	E	Administers the Encroachment Permits Program, including coordination with District/Headquarters units involved with preparation of the fiscal year budget proposal for the Program, including PY/PS\$ allocations and operating expense budgets. Monitors and evaluates the office workload and production, staffing and resource requirements; sets direction; evaluates services, etc. Identifies training and equipment needs for the office. Provides career development, performance appraisals and recommendations for merit salary adjustments. Maintains proper time sheet charging practices and approves staffs time reporting.
15%	E	Attends management and staff meetings pertaining to permit policies, program direction and evaluation of services; serves as the District's representative to handle public relations in various public meetings/hearings to explain permit policies and other related matters. Works closely with Headquarters to develop permit policies and procedures, and workload standards.
10%	E	Manages Truck Services and Park and Ride related functions.
5%	M	Attends training courses and participates in internal and external teams and committees. Serves as acting Deputy District Director, upon request.

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

Directs the work of five Senior Transportation Engineers and a Staff Services Manager (I). The incumbent also provides general supervision for about 50 other engineering and administrative personnel in a district wide function. Supervision is general and not close, continuous or concerned with details, but to provide direction, establish priorities and monitor resources.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be a registered Civil Engineer in California; have knowledge of highway design and construction; have thorough knowledge of State highway routes, methods of maintaining highways and protecting traffic highway economics and financing; contract administration and construction methods; laws, regulations and policies affecting both encroachment and complex projects funded by others; knowledge of and ability to practice the principles and techniques of personnel management and supervision; ability to detect potential engineering or maintenance problems; be able to analyze situations accurately and adopt an effective course of action; be able to communicate effectively, both orally and written; have the ability to respond in a professional manner to external and internal pressure; be able to effectively represent the State.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Makes "major" engineering decisions on policies affecting highway safety, traffic congestion and the protection of the State Highways and appurtenances related to encroachment permit approvals or rejections which could result in lawsuits against the State resulting in financial liability, loss of credibility and goodwill for the Department. The incumbent must consider the best interest of the State and need for uniformly administering statewide policies, particularly in politically sensitive request. If incorrect decisions are made on the above, the following could occur; increase in expenditure of funds for repairs and payment of claims against the State; delay in issue time, and increase in the amount of work required for review or revision after issuance.

PUBLIC AND INTERNAL CONTACTS

This incumbent maintains a wide span of contacts with both the public sector and internally within the district, Headquarters, and statewide levels. Will, at times, be in conference with legislators, local elected officials, public and private engineers, architects, contractors, developers, utilities, and public agencies. Also, serves on statewide committees.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

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.

WORK ENVIRONMENT

The incumbent works in a climate-controlled office setting under artificial and natural lighting for the majority of the time. On occasion, the incumbent will be required to travel and be exposed to traffic conditions in the field.

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. 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 incumbent.

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