

POSITION DUTY STATEMENT

PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Electrical Eng	OFFICE/BRANCH/SECTION Project Development Support	
WORKING TITLE Office Chief	POSITION NUMBER 2010-904-351-3156-005	EFFECTIVE DATE 06/30/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Division of Traffic Operations District Division Chief, System Management, the incumbent serves as the Office Chief of Project Development Support. The incumbent oversees functional units responsible for the development and design of traffic control devices, traffic signals, electrical systems, control systems, lighting, bridge, tunnel and tube electrical systems, power distribution systems, weigh in motion (WIM), Transportation Management Center (TMC), Transportation Management System (TMS) field elements, transportation software and technologies, and Smart Corridors. The incumbent also manages the project delivery activities related to electrical design and traffic signing, analyzes complex electrical and traffic situations, provides responses to internal and external inquiries, resolves technical issues and assists the division management in the process/business improvements and resource management.

Must possess a valid certificate of registration as an electrical engineer issued by the California Board of Registration for Professional Engineers and valid California Driver's License in order to perform their duties.

CORE COMPETENCIES:

As a Supervising Trans Electrical Eng, 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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **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 First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

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- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage		Job Description
	Essential (E)/Marginal (M) ¹	
50%	E	Plans, coordinates, and directs work performed by electrical/traffic signing units lead by senior transportation engineers engaged in the following work: - Project delivery and development of plans, specifications, and estimates for transportation improvement projects - Design oversight of plans, specifications, and estimates prepared by others - Project Initiation Document (PID) and encroachment permit reviews - Construction support and oversight - Preparing correspondence, reports, and presentation material, in response to inquiries/concerns from the public, media, external partner agencies or elected stakeholders - Providing assistance in the operation and maintenance of current TMS and Intelligent Transportation Systems (ITS) field/center infrastructure and capability of future expansion
20%	E	Assists Traffic Operations Deputy District Director and the District Division Chiefs in the process and business improvement development/implementation for the division. Also directs and manages staff performing following functions: - Capital Outlay Support (COS) workload/resource entry, management, and monitoring - Serving as a focal point for the project report, plans, and document circulation, coordination, tracking of deliverables for the division - Assisting in Safety/Operations programs deliverables/performance monitoring and program advisor activities - Assisting in up-keeping of the division dashboard and intra/inter-net websites
10%	E	Manages the workload and develops a staffing plan which identifies work priorities. Schedules and monitors progress of work and assures timely delivery of the office's products and services, in coordination with Headquarters' and District management, and external stakeholders. Verifies proper time-sheet charging practices are consistent with workload standards. Verifies staff activities are captured in Statewide tracking systems and staff workload is balanced meeting Department needs. Develops, monitors, and reports appropriate information relating to workload standards, performance measures, delivery of products and services, and expenditure of personal services and operating budgets, on a monthly basis, in coordination with the Division's administrative units. Reviews staff performance and products. Develops and executes individual development and training plans for all employees. Participates in recognizing excellent service and superior accomplishments. Closely monitors leave balances and time sheet submittal and ensures compliance with Department guidelines and procedures.
5%	E	Provides technical expertise and recommends appropriate action on technical support issues for the deployment, and life-cycle replacement of the TMS TMC, traffic control and traffic safety elements. Coordinates with other Caltrans' Districts statewide and with Caltrans Headquarters to ensure consistency with standards. Adheres to the Statewide and Regional guidelines and standards to ensure connectivity, capacity, cost control, upgrade, replacement and interfaces. Assists in developing and reporting on Traffic Operations Program strategic goals and objectives.
5%	E	As required, interacts with staff of other public agencies, elected officials, law enforcement agencies, private citizens, consultants, contractors, etc. With support of public information officers, represents the Department and the District at meetings and public hearings. The incumbent makes presentations, and provides consultant services to local, regional and federal agencies, as well as community groups.
5%	M	Participates in, and keeps abreast of, research, development, deployment, testing, and operation of emerging TSMO standards and ITS technologies, national ITS standards, Connected and Autonomous Vehicles(CAV), and software engineering activities within the transportation engineering industry.

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5%	M	Performs other duties, including but not limited to work on various technical or non-technical committees and task forces, cooperative effort with partnering agencies, and emergency response or disaster management. Supports the emergency operations center(EOC) as required. Serve as acting District Division Chief or duty officer when designated.
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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 directly supervises senior engineering staff and other appropriate classifications as necessary. This position may also provide direction and guidance to staff supporting traffic, incident and emergency management activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have the following knowledge, skills, and ability:

- 1) Knowledge of electrical/electronic theory, codes, regulations, and standards relative to the design, construction, maintenance, and operation of the transportation electrical systems/infrastructures.
- 2) Knowledge of various national/state manuals, codes, laws, regulations, warrants, standards for traffic engineering/signing.
- 3) Ability to effectively interact with people in many diverse functions within the Department.
- 4) Ability to administer an engineering program, plan and direct work of others, evaluate work quality and performance, prepare technical correspondence and complete comprehensive reports, address an audience effectively, analyze situations accurately and adopt an effective course of action, and communicate effectively orally and in writing.
- 5) Knowledge of TMC operations, traffic management and traffic handling methods for Maintenance, emergency and Construction activities.
- 6) Strong interpersonal and active listening skills, to facilitate negotiation and mediation. Must be aware of regional governmental regulations/policies as they relate to traffic. Able to provide context sensitive feedback or solutions and conduct presentations.
- 7) Comprehensive analytical capabilities to provide solutions to complicated engineering problems as they pertain to the coordination of Planning, Traffic Operations, Maintenance, Construction and Permit Activities.
- 8) Understanding of Caltrans project development process and be familiar with the various State and National manuals, codes, laws, regulations, warrants, standards, etc. relating to traffic engineering and have the ability and judgment to apply the knowledge and make a decision in a timely manner.
- 9) Able to visualize and analyze the parameters involved in developing cost effective measures to realize needed operational and safety requirements in design, work plans, and other processes. Responsible in the development of priorities among non-project related activities.
- 10) Overall knowledge of state contract management procedures and managerial skills such as monitoring and programming operating budget and personal services dollars, and principles and techniques of supervision and personnel management.
- 11) Ability to resolve highly technical and/or politically sensitive problems, administrative and personnel matters, and interagency and public relations.
- 12) Ability to have ability to establish and maintain strong cooperative relations with those contacted in the course of work and possess strong skills in written and verbal communication. Imaginative and creative leadership skills are highly desirable.
- 13) Knowledge of change management and be able to develop a program, direct and manage the staff engaged in that program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must use sound professional judgment to ensure proper decisions affecting work under his/her responsibility. Must make sound and timely decisions relating to the development and implementation of safety/improvement projects and freeway management strategies. Decisions not properly made or coordinated with Headquarters, other Districts and various partners (including California Highway Patrol (CHP), Metropolitan Transportation Commission (MTC), local/regional agencies) could lead to program failure, increased congestion, and liability exposure to the Department. Additionally, it would impact the District's ability to meet the need for the safe and improved operation of the State highway system and effectively move people, goods, and services with a minimum of congestion and delay.

PUBLIC AND INTERNAL CONTACTS

Requires frequent contacts with internal personnel within the Division and outside the Division including the Divisions of Design, Project Management, Construction, Maintenance, External Affairs, and Administration, as well as, Caltrans Headquarters personnel, other districts, and field personnel, the California Highway Patrol, allied agencies, and the general public. Meetings and briefings with external agency staff of all levels is likely. Media contact may be involved. Caltrans personnel contacts may range from Directors to Office Assistant level.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include the ability to work on a keyboard, exhibit manual dexterity, sit for long period of time, travel to work sites away from the office to perform field work on uneven surfaces in rugged areas that are near freeways and highways. Will be

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required to wear protective equipment to field work, including eye protection (safety glasses), earplugs, safety vest, and hard hat.

Mental requirements include ability to sustain mental activity necessary for report writing, problem solving, analysis and reasoning when it comes to judgment that relates to public safety, emergencies and traffic safety. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time. Ability to sit for prolonged periods of time and may be required to work beyond normal work hours during emergencies. Must grasp the essence of new information and master new technical and business knowledge.

Emotional requirements include ability to: develop new insights into situations and apply innovative solutions to make organizational improvement, create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance, resolve emotionally charged issues reasonably and diplomatically, develop and maintain cooperative working relationships, behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public services, value cultural diversity and other individual differences in the workforce and ensure that the organization builds on these differences and that employees are treated in a fair and equitable manner.

WORK ENVIRONMENT

While their base of operations, the incumbent will work in a climate-controlled office under artificial lighting. The building temperature may fluctuate. The incumbent will be required to travel, work outdoors and be exposed to traffic, noise, uneven surfaces, and/or extreme heat and cold. Working nights and weekends may be required.

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.)

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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