

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Office of Guidance and Oversight	
WORKING TITLE Office Chief	POSITION NUMBER 913-110-3155-003	REVISION DATE 05/30/2025

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 for Local Assistance, a Principal Transportation Engineer, the incumbent is responsible for managing the Office of Guidance and Oversight. The incumbent is responsible for working with cities, counties, transportation planning organizations, headquarters programs, Federal Highway Administration (FHWA), district staff, and other affected organizations to develop guidelines and procedures necessary to deliver local transportation projects and provide proactive oversight consisting of construction engineering, engineering consultant procurement and preliminary engineering activities by local agencies. The incumbent provides general direction to engineering, technical and analytical staff, while personally performing the most difficult work.

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, Prosperity - Equity, Innovation, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity, Employee Excellence - Equity, People First, 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. (Equity, Prosperity - Equity, Innovation, Integrity)
- 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. (Prosperity, Employee Excellence - Equity, People First)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - Equity)
- 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. (Equity, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Employee Excellence - Collaboration, Integrity, 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. (Employee Excellence - Collaboration, Innovation)

TYPICAL DUTIES:

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

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30%	E	Manage the Construction oversight and Architecture and Engineering oversight programs to ensure compliance with federal and state requirements through oversight reviews. Provide guidance on the construction and A&E program by developing and communication of policy, procedures, and engineering requirements to the cities, counties, districts, and other affected parties. Provide direction to the Oversight Manager and Oversight Engineers to ensure compliance with federal contract administration requirements. Develop the annual performance reporting for the construction and A&E programs.
25%	E	Manage the Preliminary Engineering oversight program to ensure compliance with federal and state requirements through oversight reviews. Provide guidance on the Preliminary Engineering program by developing and communication of policy, procedures, and engineering requirements to the cities, counties, districts, and other affected parties.
20%	E	Manage the policy development and publications efforts of the Local Assistance Procedure Manual and Local Assistance Program Guidance. Work cooperatively with FHWA, Local Agencies, and advisory committees, to establish policies and procedures for delivery of transportation projects. Provide proactive oversight of federal and state requirements through process reviews, compliance reviews and audits. Manage the Divisions communication efforts to local agencies, FHWA, Districts and all other stakeholders on Local Assistance matters. Manage the Local Technical Assistance Program to ensure local agencies receive technical assistance necessary to successfully deliver transportation projects.
15%	E	Responsible for liaison activities with cities, counties, Regional Transportation Planning Agencies (RTPAs), Metropolitan Planning Organizations (MPOs), the District Local Assistance Engineers (DLAE's), other departmental managers, and FHWA on project delivery and policy matters. Maintain expertise and knowledge of pertinent laws, statutes, and regulations for local project delivery.
10%	M	Participate as an active member of various statewide committees established to liaison with cities and counties and those responsible for administering local projects. Makes final engineering decisions for more complex or controversial projects as required to deliver the program. Supervise, motivate, and develop a multi-disciplinary team.

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 provides general direction to and/or directly supervises engineers, staff service managers, and assists the Deputy Division Chief in providing functional supervision of District Local Assistance Engineers and other Headquarters' units involved in local program and project delivery. Supervision is administrative and technical in nature and includes setting work priorities, reviewing draft reports, and approving completed assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the organization, policies and goals, and procedures of the Department of Transportation, and a breadth of knowledge including, but not limited to, transportation engineering, local transportation funding programs, public relations, and management principles. The incumbent must be able to organize and facilitate meetings, make oral presentations, and write effective letters and reports. The ability to effectively administer a branch or a diverse study team is also essential. The incumbent must have the ability to create and maintain a cooperative working environment in a highly sensitive relationship where program success is oftentimes dependent upon how well local agencies deliver their transportation projects under State guidance and assistance. The incumbent performs the full range of analysis in planning and coordinating the office activities, establishing standards, developing policy and procedures, directing special studies, analyzing and recommending solutions to politically sensitive issues, handling complex administrative and personnel matters, and developing objectives and staffing recommendations required for Local Assistance functions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for all decisions, actions, and consequences inherent in planning, organizing, directing, and controlling all Local Assistance activities. All sensitive, controversial, or highly technical decisions and/or new program and policy directions are reviewed with/by the incumbent. Errors would result in loss of Federal funding at both the State and the local level and lower credibility for the Department in dealing with Regional and other State agencies, the Legislature, FHWA, and local public agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent participates in meetings and negotiations with Federal, State, Regional, and Local Agencies, and the public concerning the policy, scope, and content of the Department's Local Assistance Division. Communicate the status of current projects and programs being addressed within the Department by management, including the Director, Deputy Directors, Division Chiefs, as well as substantial contact with the various districts at the District Director and Deputy District Director levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to develop cooperative and professional working relationships with peers, superiors, within the

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Department and outside and be able to work independently as well as a team member.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee’s designated Headquarters 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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE