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|--------------------------------------------------------|---------------------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Supervising Trans Engineer, CT | OFFICE/BRANCH/SECTION<br>Traffic Safety Engineering & Signing |                             |
| WORKING TITLE<br>Office Chief                          | POSITION NUMBER<br>2070-904-355-3155-003                      | REVISION DATE<br>08/01/2026 |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the general supervision of the Division Chief for Transportation Safety in D4 Traffic Operations, the incumbent serves as the Office Chief of Traffic Safety Engineering and Signing. The incumbent is responsible for planning, implementing, monitoring and managing District 4's Safety Programs within nine San Francisco Bay Area counties. The incumbent also oversees functional units responsible for traffic safety engineering/signing design, review, and delivery of capital, maintenance, and local funded projects/activities as well as providing support to the Legal Division on the traffic safety matters.

The incumbent coordinates safety and project delivery activities, partners with external agencies, analyzes complex technical and financial situations, provides responses to internal and external inquiries, resolves technical issues and oversees program/project resources, schedules, and targets.

Must possess a valid California Professional Engineering License (CIVIL) and valid California Driver's License in order to perform their 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. (Equity, Prosperity, Employee Excellence - Equity, Innovation, Integrity, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Integrity, Stewardship)
- **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. (Employee Excellence - Innovation, 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. (Employee Excellence - Equity, Integrity)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity, People First)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Employee Excellence - Collaboration)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Collaboration, Equity)
- **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)

**TYPICAL DUTIES:**

| Percentage                              | Job Description |
|-----------------------------------------|-----------------|
| Essential (E)/Marginal (M) <sup>1</sup> |                 |

**POSITION DUTY STATEMENT**

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| 45% | E | Plans, coordinates, and directs work performed by units lead by Senior Transportation Engineers engaged in the following traffic safety engineering and signing functions:<br><ul style="list-style-type: none"> <li>- Review, analyze, and provide the traffic engineering and signing deliverables for Project Initiation Document (PID), Project Approval &amp; Environmental Document (PA&amp;ED), Plans/Specifications/Estimate (PS&amp;E) phases of Capital Outlay/Maintenance/Local funded Projects</li> <li>- Design oversight of plans, specifications, and estimates prepared by others</li> <li>- Provide technical support to Construction and Maintenance on traffic safety engineering/signing matters</li> <li>- Prepare sign order requests</li> <li>- Perform field reviews</li> <li>- Prepare correspondence, reports, and presentation material, in response to inquiries/concerns from the public, media, external partner agencies or elected stakeholders</li> <li>- Provide support to Legal Division on traffic safety matters</li> </ul>                                                                      |
| 25% | E | Review and provide response to inquiries and requests from public, external agencies, elected officials, and others for the area of responsibility. Provide support to the Legal Division.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 15% | 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. |
| 10% | E | As required, interacts with staff of other public agencies, elected officials, law enforcement agencies, private citizens, consultants, contractors, etc, regarding traffic management issues. 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 related to traffic safety to local, regional and federal agencies, as well as community groups.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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 duty officer when designated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

<sup>1</sup>ESSENTIAL 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**

- 1) Extensive knowledge and experience in traffic engineering.
- 2) Knowledge of various national/state manuals, codes, laws, regulations, warrants, standards for traffic safety and engineering.
- 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

**ADA Notice**

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**POSITION DUTY STATEMENT**

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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.

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**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 traffic safety projects. 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 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.

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**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.

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**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 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.

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**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.

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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 |
|----------------------|------|

SUPERVISOR (Print)

|                        |      |
|------------------------|------|
| SUPERVISOR (Signature) | DATE |
|------------------------|------|