

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 04/ Office of Maintenance Engineering	
WORKING TITLE Senior Transportation Engineer (supervisory)	POSITION NUMBER 904-607-3161-xxx	REVISION DATE 06/18/2026

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

GENERAL STATEMENT:

Under the direction of the Supervising Transportation Engineer, the incumbent will work on developing Plans, Specifications & Estimate (PS&E) for various Maintenance initiated projects. This work will involve supervision of transportation engineering staff. The incumbent will be responsible for delivery of Highway Maintenance (HM) Contract for Delivery (CFD) projects, Minor A & B projects, and preparation of Project Initiation Reports (PIR) for HM and other projects. Other major responsibilities include reviewing approximately 30% of the Maintenance Engineering initiated projects that will be going through the District Office Engineer (DOE) for Ready to List (RTL) status. This includes review of draft plans, estimates, providing comments and producing specifications so that Plans, Specifications and Estimate (PS&E) can be circulated. The position requires working with Maintenance project engineers (PE), functional units, and DOE to develop final PS&E's that are complete, in conformance with standards, and satisfactory for submittal to the Headquarters Office Engineer (HQOE) for advertisement and award. This also includes follow up with HQOE following the submittal of projects, coordinating with PEs for addressing bidder inquiries, and preparation of addenda.

CORE COMPETENCIES:

As a Senior Transportation 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. (Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Integrity)
- **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. (Employee Excellence - Pride, Stewardship)
- **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. (Safety, Employee Excellence - Innovation)
- **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. (Employee Excellence - Collaboration, Integrity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Climate Action - 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. (Employee Excellence - Collaboration, Integrity, People First)
- **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 - People First, 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 - Integrity, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Assign projects to staff, supervise, schedule and direct staff to develop PS&E for various HM projects on the Maintenance Contract for Delivery (CFD), Minor A and B projects. Provide guidance to staff related to the proper use of design standards and project development policies and procedures. Also supervise staff developing Project Initiation Reports (PIR) and Project Reports. Resolve issues related to design, constructibility, timely design of projects, and issues during construction, including change orders. Make decisions and provide solutions to resolve design, delivery, and/or construction issues. Respond to Request For Information (RFI) on projects under construction .
40%	E	Log projects in and periodically update the AADD (Authority to Advertise District Delegation) database, review draft project plans and estimates submitted by PEs, provide comments, generate project specifications package and provide to the PE so that PS&E can be circulated. Work with PEs, functional units, and DOE to develop final PS&E's that are complete, in conformance with standards, and satisfactory for submittal to the HQOE for advertisement and award. Perform cross-review of PS&E packages from the other Maintenance Reviewer before projects are sent to DOE for Quality Assurance (QA) review. Work with PEs to review and respond to bidder inquiries. Review and respond to HQOE QA comments. Prepare addenda if necessary. Field review projects as necessary to obtain a full understanding of their requirements. Keep up to date on Job Order Contract (JOC) process and process JOC projects.
5%	E	Attend meetings and trainings. Keep up and inform staff with the Department's new policies/directives related to personnel and design issues. Coordinate project objectives and milestones with the staff. Keep current on the latest changes to the Standard Special Provisions and Standard Plans.
5%	M	Identifies staffing, training and equipment needs for the branch. Provide career development, performance evaluations, and recommendations for merit salary adjustment. Maintain proper time charging practices and approve staff time sheets.

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 line supervision to a combination of transportation engineers and transportation engineering technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a valid professional engineer registration in California. The incumbent must have extensive highway/bridge design and maintenance background, competent analytical skills, capability to provide and apply practical alternative solutions to solve problems, strong oral and written language skills, and good interpersonal relationship traits. The incumbent must have a well-rounded knowledge of design, maintenance, and construction policies and practices as well as knowledge of Federal, State and regional regulations and programs. The incumbent must have an understanding of the principals and techniques of supervision, applicable civil service rules and collective bargaining agreement.

The incumbent must have the ability to plan, organize, and direct the work of a professional staff, track project schedules and costs, use personal computer applications including word processors, spreadsheets, pavement management software (PaveM), Civil3D, address an audience effectively, develop and maintain cooperative working relationships with cities, and local agencies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions made during the course of the project PS&E by the incumbent and the staff under his/her supervision. Proper and adequate supervision and review of work products are essential to avoid costly errors and project change orders. Errors and/or omissions can result in not getting the correct maintenance treatment, and/or not utilizing the District's allocated dollars effectively.

PUBLIC AND INTERNAL CONTACTS

Internal contacts, including Headquarters, functional units and DOE, are essential to the performance of duties for this position. There is virtually continuous communication between the incumbent and the various project engineers, design seniors, area seniors, and program advisors during the planning and design phases of projects. The incumbent must also periodically contact material suppliers and contractors who have bid on State highway contracts to verify that they are satisfied with their submitted bid. It also requires communications with local agencies for coordinating projects' impacts on local communities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, computer equipment or other forms of communications tools. Incumbent should have visual and color acuity adequate for performing the essential functions of the job. Incumbent may be required to sit for long duration in performance of essential duties.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable. Incumbent must be able to

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organize and prioritize large volumes of varied documents.
Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties. The employee must be able to develop and maintain cooperative working relationships with others.

WORK ENVIRONMENT

Most work will be conducted in a climate controlled office under artificial lighting. Due to periodic fluctuations with heating and air conditioning, the building temperature may vary from time to time.

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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