

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D4/Design East/Office of Design Alameda	
WORKING TITLE SENIOR TRANSPORTATION ENGINEER	POSITION NUMBER 904-171-3161-xxx	REVISION DATE

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 Office Chief, the Senior Transportation Engineer, Caltrans, performs the duties and responsibilities associated with all phases of the transportation project development process. This includes directing the work of transportation engineering staff and maintaining close communication and coordination among project team members; consultants; the Division of Structures; and Headquarters functional units. The incumbent ensures that the planning and design process is efficiently advanced - from early preliminary reviews and environmental and design studies through the completion of Plans, Specifications, and Estimates (PS&E) to construction support.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity - Collaboration, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - Equity, Innovation, Integrity)
- **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, Employee Excellence - Equity, Integrity, People First, 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. (Equity, Climate Action, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, 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. (Safety, Climate Action - Innovation, 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. (Prosperity, Employee Excellence - Equity, People First, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Equity, Employee Excellence - Collaboration, Equity, 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. (Equity, Prosperity - Innovation, Integrity, People First, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	The incumbent is responsible for directing the preparation of highway design studies and the development of plans, specifications, and estimates (PS&E) for a variety of transportation projects. This responsibility includes assigning, scheduling, directing, and supervising work within the assigned branch and squads. The incumbent assigns projects and tasks to staff and provides guidance on the proper application of design standards and project development policies and procedures, ensuring the delivery of high-quality transportation projects.

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25%	E	The incumbent is responsible for ensuring that all projects are developed in accordance with the Caltrans transportation project development process and in conformance with Caltrans engineering practices and standards, so that facilities are properly planned, designed, and can be effectively constructed and safely maintained. This responsibility includes coordinating and reviewing highway planning studies and the development of PS&E. The incumbent also coordinates with other districts and Headquarters functional units on transportation-related matters to help expedite project delivery.
15%	E	The incumbent is responsible for providing oversight of transportation projects prepared by local agencies and consultants to ensure compliance with Caltrans standards and practices, and for assisting those agencies and consultants in developing PS&E for complex highway projects. Additionally, the incumbent monitors the schedule, cost, and quality of consultant-produced deliverables to support timely and accurate project delivery.
10%	E	The incumbent will serve as a member of the Project Development Team on projects. He/she is responsible for decisions on complex technical design and/or transportation engineering problems, including those of politically sensitive nature.
10%	E	The incumbent is assigned as an Alternate Task Manager in PRSM (Project Resource and Schedule Management) for design activities. Cooperate/coordinate with Project Manager to provide resources, update schedule and manage projects from initiation to closeout phase of the project life cycle.
5%	M	Identifies staffing, training and equipment needs for the branch. Provide career development, performance measure, and recommendations for merit salary adjustment. Maintain proper time charging practices and approves staffs' time reporting.

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

Incumbent will supervise a staff of Transportation Engineers (Civil) and possibly Transportation Engineering Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to apply geometric standards to perform engineering design; apply traffic engineering principles to analyze various transportation alternatives; and provide technical oversight to ensure compliance with standards and accepted engineering practices. The incumbent must have a thorough knowledge of the Department's mission, goals, objectives and policy direction; policies, procedures and standards; federal and State laws, regulations, and concepts; all phases of a transportation project, including transportation planning, environmental, right of way, design and construction; and principles and objectives of personnel management.

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, Critical Path Method and communication software; provide direction in a variety of activities to obtain program goals; communicate effectively, both verbally and in writing; develop and maintain cooperative working relationships with local, regional agencies, public and private sector; and analyze complex issues and recommend effective action.

The incumbent must be able to analyze projects for: consistent application of standards; viability of products developed by assigned staff; potential project delays; and corrective action plans. The incumbent must be able to analyze staffing relationships and resource needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is fully responsible for personal decisions, as well as for decisions made by subordinate staff. The incumbent is responsible for decisions related to the proper application of design standards and project development policies. Poor decisions on the part of the incumbent and/or those he/she directs may result in multi-million-dollar errors. Consequences may also include severe adverse public reaction to the District, Department and the Administration's projects and programs.

PUBLIC AND INTERNAL CONTACTS

The incumbent establishes and maintains a close working relationship with other District branches and Headquarters functions for the purpose of scheduling review of project work, assigning personnel, and coordinating design activities. He/she maintains close coordination with consultant staff members and local, regional state and federal agencies; meets with community groups, local elected officials and staff, private individuals and other interested parties to discuss and resolve sensitive transportation problems; coordinates activities with local developers and their representatives, with utilities and railroads; serves on various advisory committees and special assignments as required.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to deal effectively with the public and other governmental jurisdictions on sensitive transportation matters; full knowledge of Caltrans policies regarding transportation issues and the ability to implement and transmit to public agencies and consultants the essence of such policies; full knowledge of the Caltrans project development process and standards; the ability to direct or effectively communicate expected goals and methods.

WORK ENVIRONMENT

While at their primary duty station, the employee works in a climate-controlled office environment under artificial lighting. The employee may be required to sit for extended periods while using a keyboard and video display terminal. Periodic travel and outdoor work may also be required, during which the employee may be exposed to dirt, noise, uneven surfaces, and extreme temperatures. Work hours are typically scheduled between 6:00 a.m. and 6:00 p.m., although work outside these hours may occasionally be necessary. During peak workload periods and fiscal year-end closing, vacation requests may be restricted.

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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