

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 04/ Office of Maintenance Engineering	
WORKING TITLE Senior Transportation Engineer (specialist)	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 general direction of the Supervising Transportation Engineer (Sup. TE), the incumbent will be responsible for reviewing approximately 70% 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
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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	Perform cross-review of PS&E packages from the second Maintenance Reviewer before projects are sent to DOE for Quality Assurance review. Work with PEs to review and respond to bidder inquiries. Review and respond to HQOE Quality Assurance comments. Prepare addenda if necessary. Field review projects as necessary to obtain a full understanding of their requirements.
5%	E	Attend weekly project status meetings, attend monthly meetings with DOE for updates and lessons learned. Keep up to date on Job Order Contract (JOC) process and process JOC projects.
20%	E	Keep current on the latest changes to the Standard Special Provisions and Standard Plans. Maintain records of all changes that occur. Maintain records of contract bid books and bid results that are received on Maintenance Engineering projects.
5%	M	Miscellaneous required activities, including attending meetings, familiarizing with new directives, and training. Provide RTL status information on the Maintenance Contract for Delivery (CFD) to the Sup. TE when requested.

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 position has no supervisory responsibility.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must have a valid professional engineer registration in California. The incumbent must also have extensive Highway Engineer background, strong oral and written language skills, and good interpersonal relationship traits. A well-rounded knowledge of design, maintenance and construction policies and practices as well as knowledge of Federal, State and regional regulations and programs is also required.

The incumbent must periodically write specifications for new items of work. This requires, not only considerable knowledge of the engineering details of the item, but also sufficient command of the English language to translate what is to be built onto a specification understandable to the construction industry. Concurrently while writing the specification for this new item of work, the incumbent must also determine how much it would cost per unit to build. Since there is no history to base its cost upon, the incumbent must do sufficient analysis to make the determination.

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. Proper and adequate 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, delays in reaching the Ready to List (RTL) and other milestones, 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.

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 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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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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