

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	Drainage and Stormwater Management/TBMP Inspection	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Statewide TBMP Inspection Coordinator	913-630-3161-607	04/04/2025

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 Chief, Office of Drainage and Stormwater Management, a Supervising Transportation Engineer (CT), the Senior Transportation Engineer (Supervisory), is responsible for policy development and implementation, research, management of the statewide TBMP inspection program, including development and maintenance of TBMP database, process improvement, and TBMP training. Serves as the technical lead and Program Coordinator, working closely with the districts and other programs in the Department, to meet the program's objectives and requirements. This position requires travel statewide. A valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is required.

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 - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation, Integrity, 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. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **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 - Collaboration, People First, Pride, Stewardship)
- **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, 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, Equity, Climate Action, Prosperity, Employee Excellence - People First)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, 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 - Collaboration, Innovation, Integrity, People First, Pride)
- **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, Integrity, People First, Pride)

TYPICAL DUTIES:

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

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30%	E	Serves as the Statewide Program Coordinator, responsible for the management of the TBMP Inspection Program, develops/recommends policies for Office Chief approval and implements statewide. As the point of contact for all statewide CIP issues, works closely with the districts and other internal/external stakeholders in the development and implementation of guidelines, manuals and procedures to help improve the program effectiveness. Responsible for developing and implementing business processes, ensures good data quality, maintains the statewide inventory/inspection database.
30%	E	Supervises and directs the staff for various areas of responsibilities, assigning, overseeing and approving work. Coordinates work and handles difficult problems in coordination of work of other headquarters maintenance Stormwater personnel and related programs. Acts for the Chief when unavailable, represents the Office on various committees, task forces, or teams.
20%	E	Develops, implements, and monitors training and awareness programs that teach personnel their responsibilities under the statewide permit and management plan. Assists the districts in developing and executing training classes on TBMP management issues. Documents, evaluates and maintains records of employee training activities to support the TBMP inspection program. Prepares correspondence, action requests, statistical data and other written material for Stormwater issues as well as other related efforts. Assists in development of BCPs and other documents as needed.
10%	E	Develops and implements training and training materials for CIP inspection staff statewide.
5%	M	Coordinates with GIS staff on the development and maintenance of the GIS portal for TBMP inventory, condition and asset management.
5%	M	Evaluates new products submitted for use by the Maintenance Program. Other duties as required.

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

Acts in a supervisory capacity for diverse group of classification, including Engineers, Maintenance Area Superintendents, Student Assistants, rotational employees, and retired annuitants. Supervises, guides, develops, and evaluates personnel to achieve program objectives. At the Office Chief's direction, in his/her absence, acts as Office Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a good working knowledge of Maintenance functions and practices, safe operating practices, roadside management, contract management, and the principles of program management and procedures of the Department. The position requires knowledge of various phases of transportation engineering, maintenance, system planning, and techniques of personnel management and supervision.

Must work and communicate effectively with the internal partners, the public and others outside the Department. Strong written and oral communication skills are required.

Must have a valid Civil Engineering Registration in the State of California. Considerable initiative is required for this position to improve and implement the program and to identify management systems for efficient management of the program. Must have practical field engineering experience in highway maintenance techniques.

Must have working knowledge of database creation, modification, and usage. Must be capable of developing a progressive working knowledge of software programs including Microsoft Office Suite. Must work and communicate effectively with the internal and external partners and customers.

Must have the ability to perform independent investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards. The incumbent must be able to expand on the practical application of written policies, procedures and standards. Must be able to work independently or as part of a team.

Must be able to judge work quality and performance, interpret departmental policy, make clear oral and written presentations, and provide training to employees.

The incumbent must have the ability to analyze complex problems and recommend effective courses of action, evaluate technical data, and make objective recommendations for maintenance related issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Acts as a maintenance program expert in matters dealing with TBMP and related Stormwater compliance issues, reporting and implementation for maintenance functions.

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The consequence of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non compliance with permits and plans, procedural errors being incorporated into Division of Maintenance policy documents and the misapplication of resources. It could also lead to regulatory fines, misapplication of resources and poor levels of service to the public. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

Maintains continuing relationships with district maintenance staff, headquarters staff, related public agency staff, and the public for information gathering and dissemination. Meets and confers with many different operational and management levels within the Department, the districts, outside agencies and local interest groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at base of operations, employee will work in a climate-controlled office under artificial lights. Employee may be required to travel to all parts of the state via car or plane and work outdoors for site and activity reviews, and maybe exposed to dirt, noise, uneven surfaces, extreme cold and heat, and work in close proximity to traffic. Employee will be required to meet deadlines and deliverables, sometimes with very tight timeframes and/or involving controversial issues.

Incumbent will be required to sit for extended periods of time performing computer work, reading or preparing documentation, making presentations or attending and running meetings. Will require performing multiple tasks simultaneously.

WORK ENVIRONMENT

The position works on the third floor of a six-story building in downtown Sacramento. The work setting is primary open space with modular furnishings in a climate-controlled office. Employee may be required to work in close proximity to traffic as part of site or activity reviews. Employee may be involved in meetings and discussions with other agencies and/or parts parties, which may be less than amicable.

The incumbent will occasionally be required to travel throughout the State to attend various meetings and to perform field reviews. Employee may be required to work in close proximity to traffic as part of site or activity reviews. The incumbent may be exposed to dirt, noise, and fluctuating temperatures in an outdoor environment.

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