

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION HQ, Division of Construction (D54)	
WORKING TITLE Office Chief, Office of Construction Standards	POSITION NUMBER 913-500-3155-003	REVISION DATE 09/03/2026

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 Deputy Division Chief of Construction (Principal Transportation Engineer), the incumbent manages the functions of the Construction Standards office. This includes, but is not limited to: developing and implementing the division's business plan and focus areas; directing staff to meet the functions of the office and the provide support to district construction staff; ensuring policies, procedures, and specifications related to construction contract administration and oversight practices are implemented consistently throughout the State; developing specifications, construction directives, and other Department directives; updating manuals, guidance materials, and providing training; identifying needs and challenges revolving around statewide construction contract administration issues; sponsoring and participating on teams that develop solutions to challenging matters; developing highly effective and efficient teams to meet the Department's mission, vision, and goals.

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. (Prosperity - Collaboration, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, 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 - People First, Pride)
- 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. (Prosperity - Collaboration, Pride)
- 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. (Equity - Equity, Integrity)
- 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. (Climate Action - Collaboration, People First)
- 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, Stewardship)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety - Innovation, Integrity)
- 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 - Equity, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Develop, implement and manage the Office of Construction Standards business plan. Manage, supervise, direct and develop staff in the Office of Construction Standards. Provide support to all levels of Caltrans staff involved in construction projects and supporting service organizations, along with industry representatives.

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25%	E	Evaluate, recommend, and develop training, reports, written documents, and performance measures to support the Department's mission, vision, and goals. Develop and implement policies and procedures related to contract administration and construction engineering.
15%	E	Sponsor, participate, lead, and support various Department and industry teams, efforts, and committees (e.g. Pavement and Materials Partnering Committee and Task Groups). Identify needs and issues and develop solutions to resolve challenges. Produce various reports and deliver work products to implement and support these efforts. Present findings to appropriate audiences.
15%	E	Propose, evaluate, and develop specifications, construction directives, and other Department directives. Update manuals and guidance and provide related training. Review and approve specifications as delegated.
10%	E	Participate with Construction staff to develop special studies, reports and the Division's business plan
5%	M	Travel to various committee meetings, special events, and trainings.

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 incumbent will manage, supervise, and provide direction and guidance to assigned staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must hold a valid registration as a professional civil engineer.

Must have knowledge of the Department's mission, vision, goals, and values and how they are supported by the Division of Construction; knowledge of the roles and responsibilities of the various district project team members required to manage and perform contract administration; should have extensive experience and knowledge in the means and methods of the construction contract administration processes for state and oversight projects; have extensive experience and knowledge in the means and methods of constructing the Department's infrastructure; should have extensive experience and knowledge of policies and procedures, construction contract documents and guidance materials available and used for administering state and oversight projects; knowledge of the Caltrans project development and delivery processes; knowledge of the Caltrans organization, departmental policies, financial operations, and procedures; knowledge of the Division of Construction's functions and knowledge and understanding of the relationship between the Division of Construction and the other Project Delivery Divisions and Pavement and Maintenance operations.

The incumbent must have the ability to organize and lead multi-functional teams to produce improvements to business processes; be able to work effectively and tactfully with all levels of Caltrans staff involved in construction projects and supporting service organizations, along with industry representatives; be able to prepare and make oral presentations, written technical correspondences, and comprehensive reports and organize work priorities in meeting project commitments and delivery of products.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent acts independently and is responsible for carrying out the above described broad range of duties, and for providing the best professional advice to district construction management and the Construction Division Chief. Failure to perform the above duties properly may have significant adverse effects on the Division of Construction's ability to accomplish its mission. Poor decisions may result in inappropriate construction standards, and lost opportunity of the Department to improve the skills and abilities of construction personnel. This will result in ineffective utilization of training resources; potential failure in improving project delivery, control, and performance; and a loss of credibility with the Legislature, the California Transportation Commission, and various other control agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with construction management in headquarters, districts and the Division of Engineering Services. The incumbent will have contact with external public and private agencies and will be required to prepare and make presentations to them, and to Department managers and staff. Incumbent will be responsible for developing and maintaining partnerships with other headquarter and district functions, local governments, contractors, other state agencies, and federal agencies, and speaks in public on the effects of current transportation projects as they relate to transportation matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent sits for long periods of time using a keyboard and video display terminal. The position requires the ability to multitask, adapt to changes in priorities, and ensure completion of tasks or projects with short notice, to develop new insights into

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situations and applies innovative solutions to make organizational improvements, to create a work environment that encourages creative thinking and innovation, and to create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance and understand linkages between administrative competencies and mission needs. The position requires the ability to develop and maintain cooperative working relationships, to resolve emotionally charged issues reasonably and diplomatically, to deal effectively with pressure, maintains focus, and intensity yet remain optimistic and persistent, even under adversity, and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The position requires a fair and ethical behavioral manner toward others and a demonstrated sense of responsibility and commitment to public service.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial light. Because of periodic problems with the heating and air conditioning, building temperature may fluctuate. Some travel is required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. For permanent and limited term appointments, all commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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