

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 8/Construction	
WORKING TITLE Area Construction Manager	POSITION NUMBER 908-500-3155-xxx	REVISION DATE 07/30/2026

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 District Director for Construction, a Principal Transportation Engineer, the Area Construction Manager directs the work of and supervises the personnel of the Division of Construction's field staff in the delivery of capital, maintenance, minor, locally funded and alternative delivery projects within cost, scope, schedule, and budget. Advises Executive Management Staff on critical issues that impact project delivery. Acts as the contact person to various external agencies, including federal, state, regional, local transportation and regulatory agencies. A valid State of California driver license is required when operating state vehicles. The Incumbent will be assigned work based on Departmental needs and could be assigned to any office within District 8 which includes San Bernardino and Riverside Counties.

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, Employee Excellence - Collaboration, Innovation, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Collaboration, Equity, Innovation, Integrity)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety - Collaboration, Innovation, Integrity)
- 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. (Equity, Employee Excellence - Collaboration, Equity, People First, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Equity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Equity, Stewardship)
- Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Equity, Employee Excellence - Equity, 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, Climate Action - Equity, Innovation, Pride)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Plans, organizes, directs, and oversees the administration and delivery of the District's construction contracts in San Bernardino and Riverside Counties. Ensures appropriate allocation and utilization of staff and resources to deliver projects within scope, schedule, and budget. Directs and advises Construction Engineers on complex construction issues, change orders, claims, risk management, and coordination with other District functions and external stakeholders. Provides leadership and oversight to ensure projects comply with applicable laws, plans, specifications, environmental and community commitments, and Department policies and procedures. Promotes worker and public safety, quality assurance, appropriate stewardship of public funds, and the use of lessons learned. Participates in partnering, value analysis, risk management, and alternative delivery efforts to ensure construction considerations are incorporated into project delivery. Implements Department policies related to employee performance and discipline and exercises approval authority as delegated.
20%	E	Represents Caltrans and serves as the Construction point of contact in resolving complex project and program issues with Federal, State, regional and local agencies, tribes, contractors, consultants, elected officials, and the public. Establishes and maintains effective partnerships with the San Bernardino County Transportation Authority (SBCTA) and Riverside County Transportation Commission (RCTC), coordinating construction oversight, project delivery, resources, agreements, and resolution of issues affecting their projects on the State Highway System. Resolves highly technical, politically sensitive, interagency, and public relations issues within applicable legal, policy, environmental, and operational requirements. Coordinates with the Public Information Office on media inquiries and public events and supports the successful integration of locally administered projects into the State Highway System.
20%	E	Acts as the single focal point to the Consultant Services Unit (CSU) in estimating workload needs for Architectural and Engineering (A&E) services. Coordinates with the CSU Contract Manager and other Area Construction Managers in the development and procurement of A&E contracts. Oversees task order requests from Construction Engineers to ensure compliance with the project workplan, contract amount and scope of work.
10%	E	Collaborates with other Managerial staff in developing policies, determining objectives, staffing issues, workload projections, resource allocations and budget redirection.
10%	M	Assists Deputy District Director regarding any ad hoc construction engineering support related issues in which the Department is focused. May independently perform and/or participate in focus groups or work groups, which may have district and/or departmental impacts; may act on behalf of the Deputy District Director, during his/her absence; and may perform other duties as assigned.

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 directly supervises staff comprised of Senior Transportation Engineers and provides direction and leadership to transportation engineers and transportation engineering technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have comprehensive knowledge of leadership, project and personnel management, engineering, construction, and the project development process; Department policies and procedures; resource, cost, schedule, risk, and quality management; transportation funding; and applicable Federal, State, and local laws and regulations. The incumbent must understand the roles of Design, Construction, Environmental, Program/Project Management, Maintenance, and Right of Way in project delivery, including alternative delivery methods.

The incumbent must be able to lead and direct multidisciplinary staff; evaluate work quality and performance; manage competing priorities and resources; and analyze and resolve complex technical, contractual, personnel, and politically sensitive issues. The position requires sound judgment, effective decision-making, conflict resolution, and the ability to establish cooperative working relationships with internal and external partners.

The incumbent must communicate clearly and effectively, both orally and in writing, with Department management, staff, governmental agencies, industry partners, and the public, and effectively represent the Department on complex transportation and construction matters.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises decision-making authority consistent with the District's Delegation of Authority and is responsible for sound and timely decisions affecting construction contract administration and program delivery. Poor judgment or inadequate

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oversight may result in project delays, increased costs, claims, loss or misuse of public funds, reduced quality, safety concerns, or failure to meet Federal, State, and Department requirements, and may adversely affect public confidence in the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent develops and maintains effective working relationships with Department Executive Management and Functional Managers; Federal, State, regional and local agencies; transportation commissions; elected officials; consultants; contractors; and the public. Represents the Department in meetings, public forums, and other proceedings involving complex or sensitive construction and transportation matters. Responds to inquiries and community concerns through meetings, presentations, and written correspondence and may provide testimony on construction-related matters in legal proceedings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires the ability to work for extended periods in an office environment and to travel throughout the District and statewide. Field activities require the ability to safely access and traverse active construction sites, including uneven terrain and areas adjacent to traffic and heavy equipment, and to review plans, specifications, and other project documents.

Mental: Requires sustained mental activity to analyze complex technical, contractual, resource, personnel, and politically sensitive issues; exercise sound judgment; manage multiple priorities; adapt to changing conditions; and make timely decisions, often under significant time constraints.

Emotional: Requires the ability to maintain effective working relationships, respond appropriately to difficult or emotionally charged situations, and remain focused and effective under pressure and adversity. Must exercise tact, professionalism, and respect when dealing with individuals at all organizational levels and with external stakeholders.

WORK ENVIRONMENT

The incumbent works in both office and field environments and is required to travel to meetings, field offices, and construction sites throughout the District and occasionally statewide. Office environments may include fixed buildings and field offices or trailers, with artificial lighting and variable indoor temperatures. Field activities may occur in urban or remote locations and in the vicinity of active highway construction and vehicular traffic. The incumbent may be exposed to moving traffic, heavy equipment, loud noise, dust, sunlight, extreme heat or cold, and uneven terrain. Appropriate personal protective equipment, including a hard hat, safety vest or approved safety shirt, and appropriate footwear, must be worn as required while performing field activities.

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