

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 1/ Program project Management/ South	
WORKING TITLE Office Chief of Project Management	POSITION NUMBER 900-200-3155-003	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under minimal direction of the Deputy District Director (DDD) of Program Project Management and Asset Management, the Project Management Office Chief plans, organizes, directs and monitors the activities of the Project Management Division and works closely with the Office Chief of Programming and Asset Management to deliver the Capital Outlay Program (STIP, SB-1, SHOPP, Minor, Oversight etc.) within District 1. This position will focus primarily on projects in the southern two counties (Lake and Mendocino) of the District. Receives general instructions and policy guidelines from the DDD, the Headquarters (HQ) Chief Engineer and the HQ Project Management Division Chief, but is personally responsible for managing programs under assigned functions. Provide status and recommendations to DDD on policy matters and statewide priorities of HQ Programs related to Project Management. Incumbent plans, assigns and checks work of direct reports; gives instructions; maintains discipline; maintains an atmosphere of high morale; makes decisions and offers guidance and direction on difficult technical and administrative issues in connection with delivering multi-modal transportation solutions and services to internal and external customers and stakeholders. Makes regular presentations to the public; represents the department on policy matters; prepares correspondence and reports; and acts as the DDD as needed.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Prosperity - Innovation, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration)
- Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Climate Action, Employee Excellence - Integrity, 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 - Equity, Integrity, People First)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, 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, Prosperity - Innovation, 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. (Equity, Employee Excellence - Collaboration, Innovation)
- 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. (Employee Excellence - Collaboration, Innovation, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity, Employee Excellence - Equity, Integrity, Pride)

TYPICAL DUTIES:

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

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

25%	E	Effectively lead, develop, organize, train, coach and direct the Project Managers to ensure the effective use of resources and the attainment of project delivery goals. Identify and resolve issues that could delay project delivery. Identify high priority work that needs to be accelerated to ensure effective delivery. Resolve internal administrative and personnel matters. Works with the DDD to set program and project priorities. Coordinate with HQ, Central Region, District Management, Division of Engineering Service and outside agencies such as Regional Transportation Agencies (RTPAs), other state and local agencies to ensure that the assigned Project Managers meet their capital delivery targets and commitments.
25%	E	Responsible for planning and development efforts related to the preparation of the District's Contract for Delivery, Annual Delivery Plan and Minor Program Workplan. Responsible for ensuring project schedules and budget have been analyzed for fatal flaws related to delivery and funding. Responsible to review project workplans with senior level project managers and provide appropriate action plans to address significant issues timely.
20%	E	Coordinate with various functional units within the District and North Region to assist in the prioritization of workload. Work with Project Managers and Functional Unit Managers to develop workplans necessary to deliver projects on time, within scope, and cost. The incumbent will oversee the development and preparation of the annual resource estimate commonly known as the January 9 pull and work with appropriate managers to ensure the resources identified are appropriate and manageable. Develop annual workload estimates and assist the DDD in negotiating the level of resources for the District's Capital Outlay Support (COS) Program with the HQ statewide COS Program Manager, North Region Program Project Management Office, District Management, Office Chief of Programming and Asset Management, and external agency partners. Ensure that all capital outlay projects are programmed appropriately and continuously monitor the status of capital projects, it's development costs, including overhead costs.
15%	E	Assist the DDD in the management of the division budget. Establish short and long term strategic direction, goals, objectives, priorities and performance measures for the capital program and division. Work with HQ Divisions to enhance project management statewide. Works with the Office Chief of Programming and Asset Management to ensure the District's Asset Management plan is successfully delivered and performance measures met. Makes recommendations regarding changes in policy and procedures associated with project management.
10%	E	Analyzes situations and takes appropriate action. Provide leadership in assigning resources based on established priorities. Ensures completed staff work by performing quality assurance reviews for various project related such as Project Study Reports, Project Reports, Program Change Requests, and other related documents required for project delivery. Ensures that all personnel related documents and reports such as Annual Performance Reviews, Letters of Expectations, etc. are kept up to date.
5%	M	Represents the District at various public meetings with federal, state, regional and local agencies concerning the scope and content of the District's transportation program and acts as a liaison between Caltrans and external agencies concerning project delivery issues. Provide leadership at quarterly status meetings, represent the DDD at Headquarters and North Region meetings as necessary. Advise the DDD on issues, challenges and opportunities regarding the project management programs.

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 supervise and provide guidance to 4-6 Project Managers (Senior-level staff) with 2 in Marysville.

The Supervising Transportation Engineer must have the ability to act independently. However, the incumbent receives overall general direction from the DDD and the District Director. The incumbent may also receive some level of direction from the HQ Chief Engineer and Project Management Division Chief. Also collaboration on direction with North Region Project Management Division Chief and other North Region Deputies for Project Management will be required.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a well-developed understanding of the principles governing the programming and project management

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

practices; available project management tools and reporting systems; project development procedures; and design processes. The incumbent must possess the ability to effectively manage, administer, and establish procedures for monitoring all capital outlay support resource needs essential to the implementation and support of the division of Program Project Management and Asset Management.

The incumbent must also possess well-developed communication skills, both verbal and written, and must also be able to effectively relate and interface with HQ, District and Region counterparts, as well as external agencies and private sector parties having an interest in the District's Capital Outlay program.

The incumbent is required to plan, organize, analyze and evaluate a broad range of information and data related to programming, project management, asset management, and resource management. Appropriate interpretation and analysis is critical to providing meaningful direction and timely and effective resolution of issues. The incumbent is required to work with interdisciplinary groups and large segments of the public, including external transportation partners; make effective oral and written presentations to both small and large groups. Ability to read and write English at a level required for successful job performance. Must be able to judge work quality and performance and interpret Departmental policy.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The responsibilities associated with this position require that all products and deliverables be timely, accurate, and of high quality. The successful delivery of assigned projects and the capital program is critical to maintaining credibility with Headquarters, the CTC, RTPAs, the State Legislature and the public.

The incumbent is in responsible charge and answers for the actions and decisions of subordinates. Responsible for interpretation of departmental policies, procedures and guidelines. Responsible for his/her actions, decisions, quality of work and proper use of State time, equipment and materials.

Decisions typically affect all the District functions. Errors in judgment could result in inefficient use of public funds, failure to meet budgeted programs, jeopardize meeting project deadlines, negatively impact the department's image, jeopardize the safety and efficiency of the transportation system, loss of program funding, and injuries or delays to the traveling public and a less safe workplace for Caltrans workers.

Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action or

PUBLIC AND INTERNAL CONTACTS

Incumbent is responsible for developing and maintaining positive relationships as the Department's representative with the full range of external groups and control agencies, including the legislators, elected officials, interest groups, and the general public.

The incumbent must be able to communicate effectively with Headquarters functional managers, North Region and District managers and supervisors, interest groups and individual employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to use personal computers and telephones for as long as 2 hours per day on a regular basis and up to 8 hours per day on an infrequent basis. Ability to travel to urban and rural locations in California an average of four (4) times per month. Other physical activities will include working in an office; accessing files, manuals and other resources at various Caltrans and external offices. The ability to produce engineering drawings (both with and without the aid of the computer), written reports, and Power Point presentations will be necessary. Requires occasional bending, reaching and stooping.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, making oral presentations, and participating in meetings. Employee may be subjected to high levels of stress related to project delays, costs and schedules.

Develops new insights into situations and applies innovative solutions to make organizational improvements. Creates a work environment that encourages creative thinking and innovation. Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.

Over half of the organization's work is subject to frequently changing work situations in which all of the following conditions are met:

- the approximate date of these changes cannot be accurately predicted;
- the changes substantially affect resources needed, and those resources are difficult to estimate;
- the changing work situations require frequent and substantial reprogramming, rescheduling, or reassignment of work, or all of these actions;

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

- the manager makes, or participates in making, many decisions concerning the shifting of resources to meet sudden changes;
- the changes require constant attention to work progress and to adjustments in plans and schedules;
- the work situations are such that they demand of the manager qualities such as exceptional adaptability, special skills in planning, ability to act quickly, and ability to withstand considerable and continuing pressure.
- field reviews-periodic for operational improvements.

Position requires interaction with many people. It is important that employee works with others in a cooperative manner. Must possess the ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplished. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Incumbent will primarily work in a climate-controlled office under artificial lighting. Position may require frequent traveling within the counties of the north coast of California and travel statewide for attendance at meetings and training. Employee will be required to traverse moderately accessible office complexes, parking lots, highways and sidewalks. Employee may be required to travel and work outdoors and may be exposed to dirt, noise, dust, uneven surfaces, extreme cold and extreme heat.

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. 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
----------------------	------

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
------------------------	------