

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Pavement Program/Office Of Pavement Programming	
WORKING TITLE HM-1 Program Advisor (Specialist)	POSITION NUMBER 913-601-3161-031	REVISION DATE 09/29/2026

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 Office Chief, Office of Pavement Programming, a Supervising Transportation Engineer, the incumbent primarily serves as Headquarter's HM-1 Program Advisor to the districts. The incumbent manages the HM-1 program and develops recommendations regarding pavement programming, policies, performance, engineering, and preservation treatments statewide. The incumbent provides training, guidance and support to the districts in using pavement management tools to analyze condition; identifying projects; performing technical studies; and analyzing pavement strategies costs, and trends. Recommends that all preventative maintenance best practices and policies be incorporated into projects at all stages of development, including initial scoping documents, design, and construction. The incumbent will also review, compile, and make recommendations on the effectiveness of pavement policies, practices, standards, and guidance to Pavement Managers and staff.

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. (Safety, Equity - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action - Collaboration, Integrity, Pride, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity - Collaboration, Equity, Integrity, People First, 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. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **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, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Serves as the Headquarters HM-1 Program Advisor. Provides program-level engineering oversight for HM-1 program, ensuring workplan scopes, estimates, and technical deliverables meet engineering standards. Advocates for and initiates HM-1 projects under said program. Provides expertise under said program as part of the department's Asset Management effort. Updates the Caltrans Pavement Management System (PaveM) master work plan with the most current HM-1 project information. Works with districts to ensure that HM-1 project information in the Asset Management Tool (AMT) complies with the said program. Identifies HM-1 opportunities within district workplans and collaborates with HQ's Pavement Reviewers on selecting the best HM-1 projects ensuring the correct pavement scope is selected and that the districts comply with funding allocations.. Works with the Office of Major Maintenance and Support to develop HM-1 funding allocations to ensure budget compliance. Determines the best course of action in applying SB-1 and SHA funding to meet pavement performance measures, targets and goals in the HM-1 program.
20%	E	Reviews and provides expertise in responding to pavement related inquiries from internal and external partners such as the Division of Maintenance, Asset Management, the Legislative Analyst Office, and SB-1 Inspector General. Report quarterly and as requested on all pavement projects' performance for the Division of Maintenance performance dashboard and Asset Management. Makes recommendations to the Chief, Office of Pavement Programming, and State Pavement Engineer on funding and planning priorities. Uses Excel and other tools, such as PaveM, to develop reports, charts, and monitoring of pavement repair history.
20%	E	Maintains an accurate and complete list of pavement history, including work done, proposed scope, cost, schedule, and location for use in PaveM. Processes and analyzes PaveM scenarios for evaluation and establishing performance targets. Develops engineering analysis using historic, current, and future predicted data. Analyze current and future pavement conditions and identifies the effectiveness of candidate HM-1 and SHOPP projects. Assists in recommending improvements for PaveM. Provides technical support and review of PaveM and Automated Pavement Condition Survey (APCS). Assists in training districts and Headquarters staff to utilize the PaveM tools. Assists in performing and maintaining PaveM such as inputting and updating master work plan project list, building and running scenarios, and creating output reports to support Five Year Maintenance Plan and Ten Year SHOPP plan development. Reports on pavement management and programming issues such as cost analysis, pavement conditions, and Division resource needs.
10%	M	Supports HQ Pavement Reviewers by reviewing project documents and pavement project work plans and provides technical engineering analysis and recommendations on pavement related issues. May serve as back up to Pavement Reviewers when not available or as needed to balance office workload.

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

This position does not supervise. May serve as lead worker on assignments involving more than one person as determined by the Office Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of Caltrans organizations, policies, and procedures; knowledge of pavement policies, pavement management practices and tools (such as PaveM), programming, procedures, standards, and other factors relating to pavements on transportation facilities is necessary; and knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to design, construction, operation and maintenance of a highway facility. The incumbent must have the ability to, based on engineering experience and expertise, act independently and exercise good judgment on matters relating to the planning and engineering of pavement structures for transportation facilities; ability to communicate and train others on the use of pavement management software and other tools to district and other staff; ability to effectively communicate and coordinate, both orally and in written form, with all levels of management and employees both in Headquarters and in the district; and ability to write concise, coherent, and effective memorandums, manuals, and guidelines. The incumbent must have the ability to sort important information from large data files for the development of Caltrans reports; analyze pavement performance; write technical reports and be able to interpret results from technical studies; assimilate technical and procedural input from various sources on a given subject, evaluate that input, develop alternative courses of action, make objective recommendations and follow-up with implementation through written and oral communications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsibilities involve using and analyzing complex data and to make decisions on the best use of State funds and other resources in maintaining and repairing pavements on the State Highway System. Failure to use, analyze, and understand pavement related data and assuring that decisions on how to use State and Federal funds are consistent with Caltrans' strategic

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goals and performance measures can result in low quality projects which do not address the strategic needs of the public, higher cost for the public, and potential loss of State or Federal funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely and communicate with Districts, Headquarter functions, the Federal Highway Administration (FHWA) and other Federal agencies, local agencies, consultants, industry, academia, and the general public to provide the necessary analysis and recommendations on pavement activities for transportation projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal or reviewing written documents. Manual dexterity and sustained periods of mental activity are needed for report reviewing and writing; problem solving, analysis, and reasoning. The incumbent will need to establish and maintain friendly and cooperative working relationships with those contacted in the course of the work, and communicate effectively by recognizing emotionally charged issues or problems, acknowledging the various responses, and responding appropriately and professionally to difficult situations. The incumbent will be required to travel via airplanes, operate a motor vehicle, use rental cars, vans and buses, and stay overnight in motel/hotel accommodations. The incumbent will also be required to occasionally work outdoors which may cause exposure to dirt, dust, noise, uneven ground surfaces, allergens in the air/or hot or cold temperature extremes. The incumbent may occasionally be required to move materials weighing up to fifty (50) pounds and move large and/or cumbersome plans and diagrams from one office location to another.

WORK ENVIRONMENT

Position requires up to 25% travel to provide on-site support and service to Districts. While at the base of operation, the incumbent will work in a climate-controlled office under artificial lighting. The incumbent will also be required to occasionally work outdoors, exposed to dirt, dust, noise, uneven ground surfaces, allergens in the air and hot or cold temperature extremes.

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