

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION DES/EXEC	
WORKING TITLE DES Program Manager	POSITION NUMBER 559-001-3152-XXX	REVISION DATE 03/23/2026

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 Chief, Division of Engineering Services, the incumbent is responsible for leading, directing, coordinating and the execution of all activities involved in the Integrated Project Office for District 1 Headquarters located in Eureka, Ca. The incumbent manages a Division of Engineering Services (DES) program oversight team responsible for Independent Quality Assurance for the Last Chance Grade, Tunnel Project. The incumbent commits to partner with District 1, North Region and their contractors to expedite the review from a dedicated DES team.

CORE COMPETENCIES:

As a Principal Trans Eng, 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. (Equity - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Collaboration, 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. (Employee Excellence - People First)
- 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. (Safety, Equity - Innovation)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - 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. (Safety, Equity - Collaboration)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Climate Action - Innovation)
- Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Prosperity, Employee Excellence - People First)
- Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Equity - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Plans, guides and provides project oversight for DES transportation structures (design and construction) and geotechnical groups on the activities of the Last Chance Grade-Tunnel project. Represents DES in project-related meetings conducted in the Integrated Project Office (IPO) and other locations; coordinates the structures type selection and task group meetings. Partners with District 1, its consultants and contractors to ensure the adequate design and construction project quality. Provides management oversight to the independent quality management team for transportation structures. Provides concurrence to District 1 on contract change orders, claims, and request for early construction.

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25%	E	Project Manager of staff that provide technical oversight for the structural portions of the project; from the inception through construction completion. Ensure Office Chiefs and staff perform their duties such as: (1) coordinates timely technical reviews from office/field staff and DES functional units for project submittals, (2) reviews results of technical reviews, and approves the contractor's requests, (3) approves structure General Plans and Final Plans, Specifications and ensure that project construction records are complete and incorporated into the Caltrans' records. Design-build contractor typical design deliverables include: A) type selection of structures, B) early release for construction (for the portion of the structures designed and checked), C) release for construction (when the structure design is at PS&E level), D) final design approval and F) As-Builts and close out documents.
20%	E	Provides and maintains project status and other information in Office, Division, and statewide databases. Provides comprehensive oversight and facilitates ongoing coordination with District 1, as well as all DES and HQ functional units to ensure alignment and effective communication across organizational levels. Plans, secures, monitors, and adjusts necessary resources within and between DES units to perform quality assurance and administer the contract manager/ general contractor contract. Oversees and manages engineers assigned to this area.
10%	M	Prepares written correspondence and reports supporting project or Caltrans activities.

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 oversee and manage other DES staff to produce needed results, and receive general direction from the DES Division Chief. The incumbent will have great latitude to exercise individual discretion toward achieving specific goals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- > The goals, policies and procedures of Caltrans and DES.
- > The methods and criteria used in design, construction, and maintenance of transportation structures.
- > Project development process and a clear understanding of how DES functional units operate.
- > Current design and construction practices in order to provide quality and timely reviews of consultant-designed projects.
- > Characteristics of materials and equipment used in design and construction of transportation structures.
- > Phases of construction activities; contract administration.
- > Caltrans' Project Management practices and project issues.
- > The process of guiding organizational behavior so that it is understood, measured, and predicted.
- > State and Federal laws and regulations that govern Caltrans and DES.

ABILITY TO:

- > Communicate effectively to all levels of Caltrans, both written and orally.
- > Plan, direct, and coordinate the work of a multi-disciplinary team.
- > Inspire and motivate the team members to be innovative in meeting project needs.
- > Analyze technical and management situations accurately and recommend or adopt an effective course of action.
- > Negotiate with high-level managers within the Department and others on critical issues.
- > Collaborate with the various stakeholders on the objectives and strategies of the California Bridges & Structures Strategic Direction.
- > Use quality tools and principles in seeking to continuously improve work processes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the review process employed and decisions made related to consultant-designed projects. Responsible for giving prompt and proper structural engineering advice during project planning and development states. Responsible for the timely completion of reviews by staff engineers and functional units. Inadequate reviews or recommendations could increase life-cycle costs, result in non-compliant designs or inefficient use of state or local funds, schedule delays, increased maintenance costs to the State, or in extreme cases, could result in structural failure leading to potential liability.

PUBLIC AND INTERNAL CONTACTS

To ensure timely and quality project delivery, initiate and maintain communication and resolve issues with sponsoring agencies, consultants and other external entities, and Caltrans staff as related to the Last Chance Grade-Tunnel project.

Maintains communication with public and private agencies, industry representatives, university and research authorities, special

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transportation interests, and other delegations with the common goal of providing a sound transportation system for California. The incumbent must exhibit tact and diplomacy when addressing an audience, and effectively communicate with Department districts, consultants, local government agencies and other transportation financing agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Possession of a valid certificate of registration as a civil engineer in California. Ability to develop and maintain cooperative working relationships: respond to difficult situations; recognize emotionally charged issues and problems and acknowledge the various responses.

In a field setting the incumbent must be able to climb ladders and steep inclines, ride in elevators. May be required to sit for long periods. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must develop and maintain cooperative working relationships, and meet and deal tactfully with the public and other departments. Must respond appropriately to difficult situations and resolve emotionally charged issues reasonably and diplomatically. Must behave in a fair and ethical manner toward others, and be tactful and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform laboratory and/or fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with laboratory and fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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