

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D10 PJD / Engineering Services / OCER-DRS-QMA	
WORKING TITLE Branch Chief, D10 OCER/DRS/QMA	POSITION NUMBER 910-207-3161-xxx	REVISION DATE 09/08/2026

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 D10 Engineering Services Office Chief, the incumbent manages the operations of the District's Office of Construction Estimate Review (OCER), Document Retrieval System (DRS)/Project Development Records Electronic Document Management System (PDR-EDMS), and Quality Management Assurance/Quality Management Plan (QMA/QMP) programs. The incumbent supervises staff responsible for construction cost estimating, estimate independent assurance, constructability reviews, Life Cycle Cost Analysis (LCCA), as-built plans, and the management and archival of District project records.

The incumbent oversees OCER activities related to construction cost and schedule estimating, risk management, bidding trends, constructability, Life Cycle Cost Analysis, and project cost analysis. The incumbent manages the District's As-Built, Records, and Archives functions, including the use of DRS for as-built records and PDR-EDMS for the management and archival of other project records. The incumbent manages the District's Quality Management Program, including assessing the implementation and use of the QMP, QC/QA procedures, performing quality audits, documenting results, and making quality-related recommendations. The incumbent also supports technical training and quality management efforts within the District.

Senior Transportation Engineer requires registration as a professional engineer in the State of California.

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.

- **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, Employee Excellence - Collaboration, Innovation, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **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 - Collaboration, Innovation, 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. (Equity, Prosperity - Integrity, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Equity, Pride)
- **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, People First, Stewardship)
- **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. (Equity, Prosperity - Innovation, Integrity, Stewardship)
- **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. (Safety, Employee Excellence - Integrity, Stewardship)

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TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Manages and oversees the Office of Construction Estimate Review (OCER), including construction cost and schedule estimating, estimate independent assurance, cost and schedule analysis, bidding and construction cost trends, risk management, constructability reviews, Life Cycle Cost Analysis (LCCA), and related project cost analysis. Establishes and maintains estimating practices, procedures, and tracking tools; reviews project estimates and related project development documents; identifies trends, risks, and opportunities to improve estimate accuracy and project budgeting; and coordinates with District, Central Region, Headquarters, and other functional units on construction cost and schedule issues.
25% E	Manages the District's Document Retrieval System (DRS), As-Built, and Project Development Records Electronic Document Management System (PDR-EDMS). Oversees the preparation, quality review, approval, processing, loading, and permanent archival of As-Built records; ensures As-Built records are maintained in the statewide DRS database and that MicroStation DGN files are permanently retained in accordance with Department requirements. Oversees the archival and retrieval of permanent Design and Construction Project History File (PHF) records through PDR-EDMS and designated District records storage facilities. Ensures timely completion of As-Built and PHF closeout activities, reviews status reports, monitors overdue records, and establishes appropriate corrective actions. Serves as, or ensures appropriate staff are assigned as, Custodian of Records and assists Legal in responding to subpoenas, depositions, trials, and public records requests in accordance with Department requirements.
20% E	Plans, organizes, assigns, supervises, and monitors the work of Branch staff. Establishes workload priorities and work plans; monitors staffing and resource needs, including PRSM resources; reviews workload and staffing allocation information; provides technical direction and guidance; and conducts recruitment, selection, training, performance management, and employee development activities. Provides active feedback to employees on performance and takes timely action on disciplinary matters. Ensures that all staff are aware of and adhere to the District's/Division's Letter of Expectations (LOE), Department policies, and directives. Prepares Annual Performance Reviews (APRs) for all employees and works directly with employees on training plans, career development, and equipment needs, while fostering a team-oriented and innovative work environment that promotes accountability. Maintains proper and timely project charging practices and ensures accountability for meeting project schedules and budgets. Provides an effective communication link between Branch staff and Executive Management. Approves timesheets and other personnel actions and addresses personnel, safety, and administrative matters in accordance with Department policies and procedures.
15% E	Manages the District Quality Management Program, including implementation and use of project-specific Quality Management Plans (QMPs), Quality Control/Quality Assurance (QC/QA) procedures, and Quality Management Assurance (QMA) processes. Oversees Independent Quality Assurance (IQA) reviews, project quality audits, documentation of audit results, identification of deficiencies, and recommendations for corrective action. Monitors District-wide conformance with quality policies, procedures, and required documentation; provides quality-related information and recommendations to management; and coordinates with the District Office Engineer, QC/QA Coordinator, project development teams, District branches, Central Region, Headquarters, and other functional units to promote timely delivery of quality products and consistent application of quality management practices.
5% E	Participates in District and statewide training, committees, and outreach activities to support organizational goals. Attends and represents the Branch at key meetings, including safety meetings, constructability reviews, project development meetings, and project status meetings. Serves as a liaison with local agencies, Headquarters staff, and the public, and provides expert testimony when required. Supports staff development by facilitating mentorship and development opportunities for rotational engineers, conducting staff meetings, including quarterly safety meetings, and ensuring timely communication of organizational priorities. Provides technical guidance and represents the Branch on committees, working groups, and other activities related to OCER, DRS/PDR-EDMS, QMA/QMP, and project delivery.
5% M	Prepares and reviews reports, correspondence, work plans, and other technical and administrative documents; responds to internal and external inquiries; coordinates with management, Legal, Public Information Officers, Construction, Design, Project Management, Headquarters, and other stakeholders; and performs other related duties as assigned.

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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 provides first-line supervision to a staff of approximately six to twelve engineering personnel, including Transportation Engineers (Civil) Ranges A-D, and Transportation Engineering Technicians (TETs). The Senior Transportation Engineer supervises staff responsible for the development of assigned transportation improvement projects. In supervising assigned staff, the incumbent must be able to exercise independent judgment in making management and engineering decisions. The Senior Transportation Engineer is also responsible to provide career development, performance appraisals, and recommendations for merit salary adjustments of staff; and timely action in disciplinary matters.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Requires Civil Engineering registration and frequent exercise of professional engineering judgment. Must have the ability to analyze complex situations, facts, and data; determine appropriate courses of action; and develop sound, well-supported recommendations. Must be able to apply written policies, procedures, standards, and guidelines to project-specific situations and expand upon their practical application when necessary. Must be able to prepare issue papers, exception requests, technical correspondence, and comprehensive reports, including recommendations for changes to existing procedures, standards, and processes.
 - Must possess thorough knowledge of the Caltrans project development process, transportation economics, budgeting, and financing, and a general knowledge of Value Analysis, project development deliverables and requirements, project development processes and scheduling, transportation planning, evaluation of project alternatives and designs, environmental considerations, design procedures, and departmental operations. Familiarity with budgeting systems, computer applications, databases, and other tools used to support project development and delivery is required.
 - Must have the ability to identify potential resource, schedule, project delivery, and other implementation issues; assess resource needs and competing priorities; and recommend and implement effective solutions to support timely project delivery. Must be able to review engineering plans and project development documents, analyze technical and project-related information, and evaluate risks, constraints, and priorities.
 - Must have the ability to plan, organize, prioritize, coordinate, and direct the work of others; establish work priorities; delegate assignments; and provide effective direction and support to staff. Must be able to work independently and collaboratively, exercise initiative, and take appropriate action in carrying out assigned responsibilities related to project development and implementation.
 - Must possess excellent written and verbal communication skills and the ability to effectively communicate complex technical and project-related information to a variety of audiences. Must be able to prepare clear, concise, and comprehensive technical reports and correspondence, make presentations, and communicate effectively in meetings and other forums.
 - Must have the ability to identify, analyze, and resolve complex issues and persuasively negotiate agreements with interdisciplinary groups, agencies, stakeholders, and other parties. The successful candidate will develop and maintain effective professional relationships with interdisciplinary groups and stakeholders throughout District 10 and work collaboratively to achieve project and organizational objectives.
 - The majority of the time is spent in an office environment attending meetings, communicating by telephone and electronic means, reviewing and preparing documents, analyzing information, and operating a personal computer and other standard office equipment.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer in the State of California and is responsible for decisions related to the proper application of design standards and project development policies. The incumbent provides guidance on project development to ensure that assigned projects are delivered on schedule and within budget, while maintaining design quality and accurate charging practices.

Poor decisions or actions may result in significant consequences, including non-delivery of required deliverables; inappropriate commitment of Department resources; increased costs for planning, design, maintenance, and construction; reduced capacity for the District to provide other services; and the development of incomplete or inaccurate information and reports. Reports and recommendations prepared by the incumbent have a direct impact on individual project delivery and collectively influence all project development activities within the District.

Providing inaccurate, incomplete, or untimely information could jeopardize project and program delivery and damage Caltrans' credibility with the Commission, local agencies, and the public. The incumbent, under direction, is responsible for performing assigned duties on schedule. Failure to meet schedules could result in misinterpretation of data, loss of time and resources, and ineffective use of funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain strong working relationships with project managers, functional managers, and Division management throughout the District. Coordination with Executive Management and other District Divisions is essential. The incumbent will also maintain contact with the other districts, departments, external agencies, consultants, and the public through formal and informal meetings, presentations, and written correspondence. The incumbent must maintain effective working

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relationships with District and Headquarters Information Technology staff and work collaboratively with District Design and Program/Project Management units to coordinate various project assignments and workload activities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Sit for long periods using a keyboard, mouse, and video display terminal.
- Perform activities such as walking, climbing stairs, twisting, stretching, bending, stooping, kneeling, and lifting or carrying light objects without causing injury (e.g., books, binders, plan sheets, boxes of plotter or printer paper).
- Travel to project sites and meetings as required.
- Work additional hours and accommodate restricted vacation periods during peak workloads or fiscal year-end closing.

Mental Requirements:

- Grasp new technical and business information and master new knowledge efficiently.
- Simultaneously manage multiple assignments and meet deadlines in a dynamic, frequently changing work environment.
- Evaluate and interpret critical calculations, data, and other materials requiring sustained concentration and focus.
- Operate effectively in noisy or occasionally distracting work environments.

Emotional Requirements:

- Handle all contacts in a calm, professional, and respectful manner.
 - Resolve emotionally charged issues reasonably and diplomatically.
 - Develop and maintain cooperative working relationships individually and within team environments.
 - Respond appropriately to difficult or high-pressure situations.
 - Be receptive to change, new information, and new situations.
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WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office environment, typically within a cubicle or workstation, under natural and artificial lighting. They are responsible for maintaining a clean and organized work area, ensuring project files are accessible, and monitoring staff conduct and noise levels to avoid disrupting work. The incumbent may be required to travel on one-day or overnight trips as needed.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltran's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the selected candidate.

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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