STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Electrical Engineer, Supervisor	North Region Construction/Redding	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Construction Electrical Engineer/Construction Support	928-502-3164-XXX	

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

GENERAL STATEMENT:

Under the direction of an Area Construction Manager, a Supervising Transportation Engineer, the incumbent exercises direct supervision over resident engineers, field staff and construction support staff. Administers construction contracts, provides local construction support, and acts as a coordinator for Storm Damage, partnering, IT/ITAP, equipment, record review, and District 2 functional units. The Construction Engineer (Construction Support) conducts field reviews for contract compliance, monitors the status of construction project resources, and provides support for other construction staff including electrical and landscape specialists, materials testing, constructability reviews, workload plans, staff assignments, training coordination, vehicle assignments, equipment, A&E task orders and field office setup. Makes decisions involving contract payments, contract changes, interpretation of plans and specifications, materials testing and personnel assignments. Must be a professional licensed engineer. A valid Driver's license is required when operating a state owned or leased vehicle.

CORE COMPETENCIES:

As a Senior Transportation Electrical Engineer, Supervisor, 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. (Safety - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Integrity, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety - Collaboration, 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. (Safety, Employee Excellence - Collaboration, Integrity)
- **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. (Equity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **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 - Collaboration, Innovation, 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. (Safety, Equity - Collaboration, Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Collaboration)
- **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 - Collaboration, Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	The incumbent acts in support of Area Construction Engineers and coordinates with the Region Office staff regarding workload resources, volunteers, A&E task orders and resource allocations from functional units.

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25%	E	The incumbent supervises, assigns, directs and monitors the work of staff involved in varied and/or difficult construction engineering work. Administers construction contracts (inspection of work, measurement for payment, quality control, documentation of changes, interpretation of the plans, specifications and codes pertaining specifically to electrical work and traffic management systems, assurance of the safety of the public traffic and adjacent residents); analysis, review, preparation and processing of contract claims; preparation and processing of the various reports and documentation necessary for the completion of construction contracts
15%	E	The incumbent provides technical staff and assistance to other construction engineers in regards to electrical projects, landscaping work, constructibility reviews and materials testing.
10%	E	The incumbent coordinates hiring and assignments for the North Area of North Region Construction based construction staff, in general, by working closely with the Region Construction Offices, Personnel, District Functional Units and Area Construction Engineers. This includes new hires, the student intern program, engineering rotation program, temporary staff assignments and temporary winter assignments. Coordinates assignments in the South Area with the South Area and Southeast Area Construction Managers.
5%	M	Represents the Construction Division at various meetings and committees to resolve issues, confer with others, and interpret Caltrans policies as they relate to construction projects, i.e., safety reviews, constructability reviews, staff meetings, etc.
5%	M	The incumbent makes special reports and investigations, prepares and/or reviews correspondence and the various documents, plans and specifications related to construction activities. Plans, schedules and budgets the resources of the various sections assigned. Develops and recommends changes in policies, programs, standards and concepts.

[1]ESSENTIAL 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 directly supervises admin support staff, engineering staff including electrical engineers, civil engineers, and technicians. The incumbent will be the responsible person in charge of a geographic area.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of various phases of electrical, civil and transportation engineering; working knowledge of surveying, plant inspection, paving, traffic planning, factors which influence the impact of transportation facilities on the environment and the community; principles and techniques of personnel management and supervision.

Ability to layout work of subordinate staff and direct them in their work, analyze situations accurately and adopt an effective course of action; speak and write effectively; establish cooperative working relationships; plan, organize and direct the work of the project staff dictate correspondence and prepare reports. Requires the ability to develop, implement and evaluate project activities, develop and choose from alternative courses of direction, analyze written and statistical reports and determine what direct or indirect effect these reports may have on his/her unit or contracts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Incumbent is responsible for timely decisions concerning contractors and Caltrans operations. Errors and incorrect decisions may result in contract disputes and claims, substantial expense for rebuilt work, liability exposure due to accidents, and may bring discredit upon the State.

PUBLIC AND INTERNAL CONTACTS
The incumbent will deal with Federal, City and County officials and their staff, the general public concerning possible problems caused by construction projects, and with other State agencies and co-workers. Will represent the department as the project expert in television and newspaper interviews.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent will drive to and work at, various locations throughout North Region Construction. When on construction project sites, the incumbent will stand for long periods of time; walk on slopes or uneven terrain. When at their base office setting, the incumbent may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the employee's work, he or she must maintain a cooperative working relationship within the working environment, with peers, subordinates, and contractors and their employees The incumbent must have a thorough working knowledge of construction principles, techniques, personnel management and supervision.

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WORK ENVIRONMENT

The incumbent will be subject to noise, odors, and dust; extreme weather conditions when on construction project sites; when working at the base office site, will be subject to a climate controlled environment; artificial lighting, etc. Must work with and about a variety of materials, construction and testing equipment.

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

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