STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	District 5/Maintenance/Maintenance Support	
WORKING TITLE	POSITION NUMBER	REVISION DATE
District Emergency Manager	905-600-3161-XXX	10/07/2026

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

GENERAL STATEMENT:

Under general direction of the Division Chief of Maintenance, the District Emergency Manager is responsible for overseeing District 5 emergency management which includes but is not limited to: incident response and representation within internal and external Emergency Operations Centers (EOC), incident reporting, emergency planning, serving as the liaison among internal divisions to capture all relative information related to an active emergency impacting normal business operations. Additionally, the District 5 Emergency Manager will support other Maintenance functions with duties described below.

During emergencies, unplanned travel and expanded hours for unknown durations will be required to effectively represent and support emergency response throughout the District.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Employee Excellence - Collaboration, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Innovation)
- **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. (Prosperity, 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. (Safety, Employee Excellence - Innovation, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Employee Excellence - Collaboration, Integrity, People First)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Equity, Prosperity, Employee Excellence - Collaboration, 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, Integrity, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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50%	E	District Emergency Manager will coordinate with internal and external partners throughout an active emergency and/or natural disaster. Conduct site investigations, represent District 5 Caltrans at State, County, and Local Emergency Operation Centers and/or field incident command posts. Ensure staff is available to respond to emergencies and projects requiring a prompt response. Provide consultation to Maintenance, Construction, Highway Patrol, and Public Affairs to assess existing and potential hazards to the traveling public and facilities and execute a course of action to mitigate damage. Develop and submit Situation Status Reports, Hot-Wash Reports, and any other information dissemination related to a natural disaster or other emergencies that may impact normal business operations. The Emergency Manager will be required to understand and relay technical engineering information for incident command and public consumption, with the ability to understand the potential ramifications when providing situational updates. The incumbent will be required to make independent decisions regarding engineering elements on the state highway such as guardrail, retaining walls, earthwork, slope stability, and bridge design, as well as a full understanding of Traffic Management principles to make decisions concerning the impacts of emergency closures both on and off the state highway system. Will be required to develop and submit situation status reports.
30%	E	Perform emergency field investigations to support Major Damage Engineering, Maintenance Design, Field Maintenance staff, management, external partners, State Operations Center, Department Operations Center and the public. Meet with stakeholders on-site to assess their concerns. Collaborate to determine best course of actions for mitigating and/or restoring state highway system to safe condition for the traveling public.
15%	E	Support Encampment Coordinators' to develop recommendations and best managment practices that align with the Department's encampment removal policies and procedures to mitigate and or restore damage caused by homeless encampments through emergency contracts, Minor B contracts. Promote incorporating deterrents following Traffic Safety guidance into projects to prevent encampments in the state right of way with Project Management and Design.
5%	E	Serve as the subject matter expert to assist with lawsuits and claims involving emergency-related projects. May represent Catrans D5 Maintenance to provide testimony in a deposition or courtroom setting. Be the liaison to Legal and Claims offices to assist with the production of documents and records related to a court case or public records request.

[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

This is not a supervisory position, but will provide guidance when representing Caltrans District 5 during an active emergency.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The District Emergency Manager must deal effectively with contractors, internal support units and external agencies, and the general public in a professional, responsive and competent manner. Recognize resource needs and the ability to coordinate specialist support staff and material resources with the purpose of rapidly advancing response and recovery during an active emergency.

Ability to evaluate emergency repair sites and assess the necessary actions required to restore them safely to traffic use. Segregate work that is emergency opening from work that would constitute total restoration of a damage site. Evaluate a solution that balances the repair needs with other factors such as community needs, traffic flow, environmental concerns, right of way limitations, etc. and to use the expertise of support units in making assessments.

Ability to establish and maintain professional and cooperative relationships in the course of the emergency and communicate effectively and tactfully with a variety of people with different backgrounds, experiences and attitudes.

Good working knowledge and proficiency with computer applications for database management, computer aided design and drafting (CADD)/Microstation/Autocad, Outlook and MS Office Suite, and file manipulation. Written and verbal communication skills to interact with internal and external partners for rapid information sharing and collaboration.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Responsible for rapid decision making in a changing setting, in collaboration with partners and management. Consequences of error may include substantial damage to State facilities/assets, miscommunication, and delayed action. Errors in judgment can expose the department to political and legal liability and endanger the traveling public.

PUBLIC AND INTERNAL CONTACTS
The incumbent must communicate with the public, law enforcement, State and local agencies, other branches in District 5, other Districts, and Headquarters. Will represent Caltrans in meetings with other agencies, private industry, consultants, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Physical: The candidate must be able to hike/climb up or down steep terrain and to walk long distances packing materials and equipment necessary to the work to gather data, carry out field inspections, and make assessments. Will be required to work throughout emergencies caused by fires, storms, floods, or any other active emergency.

Mental: Candidate must be independent, adaptable, creative, excellent in communications, and good at multi-tasking/prioritizing.

Emotional: Candidate must have the ability to remain focused and calm in situations that are often chaotic and exhausting, and subject to frequent changes in strategy to accomplish the objective.

WORK ENVIRONMENT
Indoor work will be performed will be in a climate-controlled office environment and within a work cubicle or work area under artificial lighting.

Outdoor work to conduct field reviews or collect field data will be required. Field work may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold, rainy, or hot weather, heights, and moving vehicles/ equipment. Possession of a valid driver’s license is required when operating a state owned or leased vehicle.

During emergencies, unplanned travel and expanded hours for unknown durations will be required to effectively represent and support emergency response throughout the District.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans'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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements 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 heardquartered 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

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