

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION District 10 Construction	
WORKING TITLE Office Chief of Construction - South	POSITION NUMBER 910-501-3155	REVISION DATE 06/08/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Deputy District Director, Construction, (a Principal Transportation Engineer), the incumbent is responsible for the overall management of District 10 Construction projects of varied size, levels and complexity. The incumbent is responsible for the overall quality of these projects, including timely delivery and ensures projects are within the scope, budget and in accordance to policies and regulations.

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

CORE COMPETENCIES:

As a Supervising Trans 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First - Engagement)
- **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. (Cultivate Excellence - 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 First - Engagement)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence - Integrity)
- **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. (Cultivate Excellence - Equity)

TYPICAL DUTIES:

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

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50%	E	Responsible for planning, organizing, directing and monitoring of activities necessary to deliver large, complex construction transportation projects assigned within District 10. Monitors status of construction projects and construction costs, ensuring the effective use of resources and the attainment of construction project delivery goals. Responsible for District 10 Construction functions and for the timely delivery of quality product. Direct and establish schedules, cost control and setting technical and administrative criteria. Serves as a chief spokesperson for all assigned construction projects at meetings with various groups with interest in the overall construction projects.
30%	E	Supervise and mentor Senior Construction Transportation Engineers and indirectly supervises a staff of employees in technical engineering and administrative classifications. Direct and establish goals, objectives, and priorities for District 10 Construction. Address and resolves internal administrative and personnel matters, which includes reviewing personnel grievances. Provides expert assistance direction and guidance on complex and sensitive construction issues.
10%	E	Works closely with the DDD in Construction on making changes and recommendations. Provide information to District and Headquarters Management on the status of construction project schedules, construction costs, construction project issues and makes recommendations on how to keep construction projects on schedule and within programmed funds. Advise DDD of current policies, standards and practices of construction and develop guidelines and procedures not harbored by statewide guidelines. Elevates issues of concern and provides independent advice, recommendations, briefings and reports to the DDD.
10%	M	Works with the District staff to identify high priority work that needs to be accelerated. Ensures that project schedules are within programmed funds and in accordance to policies and practices governed by Caltrans and participating agencies. Coordinate with Construction Supervisors to develop the plans necessary to deliver construction projects. Provides direction to the District on all Construction 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

Directly supervise Senior Transportation Engineers. Serves as a second line supervisor for other technical and administrative staff. The incumbent shall exercise proper administrative and technical control necessary to accomplish tasks and timely delivery on projects for the benefit of the Department.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: the primary mission and goals of the various State Transportation programs and processes; budget and program development process; all Department functions and organizations; various phases of transportation engineering and systems planning; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of both project and personnel management and supervision; Department's equal opportunity, labor relations and small business objectives and the processes involved in meeting these program objectives; a manager's role in safety, health and equal employment opportunity.

Must be familiar with all rules and regulations pertaining to the State Highway Code, Construction Manual, Standard Specifications, and Special Provisions. Must have knowledge of methods, materials, tools and equipment used in highway and bridge construction.

Ability to: plan and direct the work of others; judge work quality and performance, prepare technical correspondence and complete comprehensive reports; address an audience effectively; relate and interface effectively with external agencies having an interest in the activities of the Department; analyze situations accurately and adopt an effective course of action; communicate effectively both orally and in writing; effectively contribute to the Department's safety, health, equal opportunity and labor relations objectives.

Ability to exercise proper administrative and technical control necessary to accomplish tasks and timely delivery on projects for the benefit of the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for all decisions, actions and consequences inherent in the planning, organizing, directing and controlling of activities necessary to deliver transportation projects. The effect of any miscalculation could result in loss of efficiency to successful delivery of the project, budgets, and to the upkeep and improvement of the transportation system serving the public, and economic losses to the State.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

Extensive contact and interaction with various levels of management, functional and support units within the Department.
Extensive contact with Federal, local State, other State, local and regional agencies, transportation and regulatory agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

To carry out the functions of this position, incumbent must be able to work under stressful conditions and restricted timeframes, quickly analyzing and responding to requests for information or direction. Must be able to interpret and analyze printed and electronic materials, including such items as policies and procedures, and reason and exercise appropriate implementation actions. Must be able to maintain positive working relationships with staff at all levels in the District, Headquarters, other Districts, other Departments, local governments, the media and the public. Must be able to operate equipment needed to perform daily operations (such as PC, fax, printer). Must be able to communicate ideas and proposals clearly by phone, in writing, by computer (Email) and in person. Incumbent will deal with a number of multitasking assignments and deadlines and must be able to prioritize work assignments. May be subjected to high levels of stress related to project delays, costs and schedules. Must have the ability to resolve emotionally charged issues reasonably and diplomatically.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to travel and conduct field reviews outdoors and may be exposed to dirt, noise, uneven surfaces and extreme heat or cold. May be required to sit for long periods of time using a keyboard and video display terminal. May be required to transport a laptop computer and portable printer while on field visits.

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.)

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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