STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	DES/GS/OGDN	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Chief, Office of Geotechnical Design-North	559-323-3155-002	10/30/2025

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 Deputy Division Chief of Geotechnical Services, the Chief of the Office of Geotechnical Design-North is responsible for client services, managing and directing a professional and technical staff in delivering quality geotechnical products and services for District 2, 3, 6, 9 and 10 on time and within budget. Provide general direction, through Branch Chiefs, to ensure timely completion of geotechnical investigations including exploration, samplings, laboratory testing, analysis, recommendations and preparation of geotechnical design reports and structure foundation reports; provide all geotechnical services to District Project Development and Engineering Services Design to incorporate geotechnical recommendations into project design and specifications; review draft designs for conformity to geotechnical standards and recommendations; provide support to District and Structure Construction; provide support to District Maintenance for storm damage and other issues; and provide Design Oversight review of consultant designed geotechnical work. The Supervising Transportation Engineer must be a licensed Transportation Engineeer- Civil and be experiences in Project Development and the discipline of Geotechnical Engineering as related to projects on the State Highway System.

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. (Prosperity, Employee Excellence - Innovation, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - Integrity, Stewardship)
- **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. (Equity, Employee Excellence - Equity, Integrity, People First)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Equity - Collaboration, People First, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity - Collaboration, Equity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration, Stewardship)
- **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 - Integrity, People First)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Climate Action, Prosperity - Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Integrity, Pride)

TYPICAL DUTIES:

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

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25%	E	Works closely with internal and external stakeholders and clients including District, Engineering Services, and Headquarters to maintain open lines of communication and discuss project status, change requests, workload projections, performance measures, and issues of mutual concern to keep projects moving forward.
25%	E	Utilizes geotechnical engineering knowledge to manage, direct, and assign all geotehnical work necessary to meet the schedule, priority, and goals of stakeholder and client management. Plans and manages resources needed to perform geotechnical work.
20%	E	Ensure all Branch Chiefs and staff perform their duties in accordance with the GS Quality Management System (QMS). Implement and manage all QMS requirements, including the Offices of Geotechnical Design Quality Management Plan (QMP), Master Resolution List (MRL) and Document Control systems. Consistently monitor staff performance to ensure compliance with all internal controls, Caltrans policies and directives, performance measurements, quality assurance provisions and accountability standards. Implement measures to identify CMP failure points, correct all failures in a timely manner, and provide training as needed, while maintaining a focus on continuous improvement.
15%	E	Provides other specialized services to districts such as response to storm damage.
10%	E	Maintains a positive work environment, promotes staff development and provides guidance and support to ensure success of the Geotechnical Services Team.
5%	M	Develops and recommends approval of policies, procedures, and guidelines related to improving Geotechnical Services products and services.

[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

Exercises second-line supervision over a staff of 30 to 50 engineers, geologists, technicians, and clerical support personnel. Directly supervises Senior Transportation Engineers, Senior Engineering Geologists, Senior Materials and Research Engineers, and administrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

• Purposes, organization, policies, and procedures of the Department of Transportation and the Division of Engineering Services.
• Methods of design and construction of various types of bridge foundations and retaining walls, and earth retaining structures.
• A thorough knowledge of soil mechanics principles; soil behavior under various stress paths and stress conditions; ; laboratory and field soil and rock testing methods and procedures; developing site investigation plans based on landforms, outcrops and other factors; site exploration and sampling techniques and equipment; geotechnical field instrumentation methods and practices; and current computer applications.
• The design of shallow and deep foundations, retaining structures, slope stability analysis, landslides, ground improvements, subsurface explorations, soil sampling and laboratory and in-situ testing procedures.
• Principles of project management, external financing of transportation facilities, consultant contracting process, including consultant selection and contract management, budgetary and resource matters; economics of bridge and transportation design and financing and handling of construction work by contract.
• Principles and techniques of personnel management and supervision; planning and directing the work of others.
• Equal opportunity and labor relations program objectives; a supervisor's role in maintaining effective safety, health, equal opportunity and labor relations programs, and the processes available to meet these program objectives.
• Basic safety and health regulations contained in the General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.

Ability to:

• Plan and direct the work of technical and administrative staff, and evaluate work quality and performance
• Analyze technical situations accurately and recommend or adopt an effective course of action.
• Communicate effectively, in both written and oral form.
• Build cooperative relationships and work effectively with Caltrans' districts, consultants, local government agencies and other transportation financing agencies.
• Work successfully to build support and trust with top level management and advise them on a wide range of transportation matters.
• Analyze and implement administrative policies and organizational procedures and negotiate consultant task orders.
• Effectively contribute to the Department’s safety, health, equal employment opportunity and labor relations ob

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Office Chief is responsible for the effective and timely delivery of geotechnical services needed by stakeholders and clients, as well as the safe and effective utilization of resources. Delays or inaccuracies in such services could result in project delays, construction claims, and substandard performance of completed facilities, reduced public safety, and loss of public funds. The Office Chief is also responsible for forecasting Office resource needs based on the clients' workload, and is responsible for operating within allocated resources.

PUBLIC AND INTERNAL CONTACTS

This position requires constant contact with district directors, district deputy directors, bridge design and construction management, and occasional contact with other state, local, and federal governmental agencies as well as private firms and professional organizations. Occasionally will be required to represent the Department or the Division in presentations to governmental agencies, the public or professional organizations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another.

The Supervising Transportation Engineer may sometimes be required to perform field and construction site visits. Landslide and undeveloped sites are often rugged and heavily vegetated. Field and construction sites are often uneven, may have open excavations and may be located on steep slopes. Weather conditions may vary between icy, slippery and wet, to hot and dry. The incumbent must have the ability to traverse these sites and withstand exposure to adverse conditions.

Mental requirements include ability to sustain mental activity necessary for report writing, problem solving, analysis, and reasoning. Emotional requirements include ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, acknowledge various responses, and resolve problems.

Incumbent must behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service.

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 fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with 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, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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.)

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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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