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/METS/OCL	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Chief	559-320-3155-001	10/23/2026

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 Deputy Division Chief, Materials Engineering and Testing Services, the incumbent is responsible for planning, organizing, directing, coordinating and controlling the activities of the Office of the Central Laboratory. In this capacity, serves as a leader on materials engineering and testing and provides supervision and direction to five branches: Concrete Materials Testing Branch, Structural Materials Testing Branch, Asphalt Binder and Hot Mix Asphalt Testing Lab, Aggregate Testing Branch, and the Chemical Testing Branch.

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.

- **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. (Employee Excellence - Collaboration, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Innovation, People First, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **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. (Safety, Equity, Prosperity - Equity, Integrity, People First)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, 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. (Safety, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Directs and coordinates the performance and value of five labs. Maintains effective working relationships with many suppliers. Supports METS project delivery responsibilities and internal corporate agreements. Supports the development of METS corporate work both internal and external to DES and Caltrans. Shall be responsible for all activities necessary to ensure the Department’s Central Laboratory maintains its accreditations as required by Title 23, Part 637 of the Code of Federal Regulations.

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25%	E	Acts as one of the principal assistants to the Deputy Division Chief identifying and resolving METS/DES needs for DES stakeholders. Establishes and reviews work and project priorities, establishes resource budgets and monitors expenditure levels. Maintains knowledge of Departmental program, direction and policy. Evaluates, selects and develops personnel to carry out the programs of the office. Provides engineering expertise in the materials field on technical committees and conferences, hearings, and legal actions on behalf of the Department.
20%	E	Provides guidance to Caltrans in the settlement of claims, acts as a consultant to the Department and other state and local agencies on materials used in transportation infrastructure.
15%	E	Ensures all Branch Chiefs and staff perform their duties in accordance with the Compliance Management Plan (CMP). Implement and manage all CMP requirements, including the Master Resolution List (MRL) and Document Control systems. Consistently monitor CMP supervisor(s) and staff performance to ensure compliance with all internal controls, Department 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.
5%	M	Participates in an advisory role in the development of materials management processes, products and methods through maintaining close contact with other agencies (public and private) and participation in national and international professional and technical organizations.

[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
Supervises five Senior Engineers in the Office of Central Labs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the purposes, organization, policies and procedures of the Department; various phases of transportation engineering and systems planning; factors that influence the impact of transportation facilities on the environment and the community; principles and techniques of personnel management and supervision; consulting contract process; principles of project management.

Requires a broad knowledge of transportation engineering functions relating to methods, materials, safety, tools and equipment used in the construction, design, maintenance inspecting and testing steel and other metals, concrete, asphalt concrete, electrical elements, timber, and other materials used in the fabrication of transportation infrastructure.

A wide knowledge of national trends, progress, and practices in the field of physical testing, research and development.

Ability to determine appropriate materials management systems that consider risk, consequence of failure, cost/benefit, and timeliness to responsibly manage California's transportation-related assets. Ability to determine appropriate tests and frequencies for a wide range of materials. Ability to determine whether materials comply with specifications; perform fit for purpose analyses of construction materials; plan and direct the work of others; make verbal presentations to small or large groups, analyze situations accurately and adopt an effective course of action; prepare complete comprehensive reports and technical articles for publication.

Directs the efforts to solve a wide variety of technical problems associated with transportation facilities and their planning, construction and maintenance. Ability to analyze and formulate solutions to difficult engineering problems related to structural materials.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Incumbent is responsible for ensuring the administrative integrity and technical control of materials management systems, specifically the testing and testing protocols for materials. Inappropriate decisions could create safety hazards, structural failures, traffic impacts and hence hazards to the public and increased costs to the State.

PUBLIC AND INTERNAL CONTACTS
Maintains contact with technical and professional organizations, materials handlers and manufacturers statewide, nationally and internationally. Employee will have frequent contact with all levels of Department personnel.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus and intensity, and remain optimistic and persistent, even under adversity. Must develop and maintain cooperative working relationships, and meet and deal tactfully with the public and Department staff. Must respond appropriately to difficult situations and resolve emotionally charged issues reasonably and diplomatically. Must behave in a fair and ethical manner toward others, and be tactful and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting and sit for long periods of time. Incumbent may move about testing laboratories and be exposed to heavy objects, dust, dirt, noise, and chemical odors. Occasionally may be required to move objects weighing up to 50 pounds. Work hours may extend beyond the normal 8-hour day or 40-hour workweek. Will be required to travel and drive a motor vehicle. May also be required to travel out-of-country. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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