STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Principal Trans Eng, CT	District 6 Maintenance and Traffic Division	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Deputy District Director - Maintenance and Traffic	906-350-3152-XXX	

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 District 6 Director, the incumbent serves as the Deputy District Director of Maintenance and Traffic, providing executive leadership, strategic direction, and oversight of all Maintenance (field and engineering) and Traffic (operations and safety) functions. The incumbent leads a multidisciplinary team of engineers, technical professionals, and administrative staff to ensure programs, priorities, and objectives are effectively managed and aligned with the Caltrans Strategic Plan. Responsibilities include managing allocated resources, ensuring operational effectiveness and accountability, and providing direction to managers, supervisors, and staff to ensure adherence to departmental policies and procedures related to program delivery, productivity, employee development, training, and personnel management. As a member of the District 6 Executive Staff, the incumbent works collaboratively with internal program areas, Caltrans Headquarters, local and regional agencies, legislative officials, and other key stakeholders to advance district priorities, address organizational and operational challenges, and support the Department's mission.

CORE COMPETENCIES:

As a Principal Trans Eng, 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. (Equity, Prosperity - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Integrity, People First)
- **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. (Prosperity - Integrity)
- **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. (Prosperity - Collaboration)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - People First, 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. (Prosperity - Collaboration)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety - Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Employee Excellence - Equity)

TYPICAL DUTIES:

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

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35%	E	Plans, organizes, and directs the activities of the Maintenance and Traffic Divisions, establishing work priorities, resolving conflicts, and ensuring program activities are consistent with the Caltrans Strategic Plan. Provides executive oversight of Maintenance programs, ensuring major maintenance projects are designed and constructed in accordance with applicable laws, plans, and specifications, and that field maintenance operations are performed safely and efficiently. Provides oversight of Traffic programs and operations to ensure compliance with applicable safety and performance standards, guidelines, and established strategic goals.
30%	E	Develops and implements policies and procedures to guide the delivery of Maintenance and Traffic programs and direct staff in carrying out District priorities. Establishes short- and long-term strategic plans for all aspects of District 6 Maintenance and Traffic to support departmental goals and ensure effective program delivery. Works closely with the District Director to address and resolve highly sensitive and complex issues involving other transportation agencies, external partners, and elected officials.
20%	E	Manages and oversees the effective allocation and utilization of resources for the Maintenance and Traffic Divisions, including position authority, personal services budgets, and operating expenses. Monitors expenditures and program budgets to ensure fiscal responsibility and compliance with District allocations. Serves as a member of the District 6 Executive Staff and represents the District as the primary point of contact with Caltrans Headquarters Maintenance and Traffic Divisions, the Central Region Service Center, and Headquarters Public Information Office and Legislative Affairs on matters related to District Maintenance and Traffic programs.
10%	E	Identifies, evaluates, and manages risks affecting Maintenance and Traffic programs in coordination with internal and external partners. Collaborates with Caltrans District and Headquarters staff to address and resolve complex issues involving maintenance operations, major maintenance project delivery, traffic operations, safety, and encroachment permits. Provides leadership and coordination to ensure timely resolution of issues and minimize impacts to program delivery and the traveling public.
5%	M	Resolves highly complex and sensitive issues involving project delivery, personnel matters, interagency coordination, and public relations. Represents the District in meetings with federal, state, regional, and local agencies, elected officials, and other stakeholders.

[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
Provides direction and supervision of division that includes professional engineering, technical, administrative, field, and clerical staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the Department of Transportation's (Caltrans') organization, policies, strategic goals, project management principles, project development processes, design, construction, maintenance, traffic operations, and financial management is required. A thorough understanding of organizational relationships and the roles of internal and external partners involved in the delivery and operation of transportation facilities is essential.

The incumbent must possess the ability to:

1. Lead and manage multidisciplinary professional, technical, field, and administrative staff.

2. Provide executive direction and oversee diverse programs to achieve District and Department goals.

3. Develop and implement policies, procedures, and strategic plans.

4. Establish and maintain effective working relationships with government agencies, transportation partners, elected officials, and the public.

5. Analyze complex issues, evaluate alternatives, and develop effective solutions.

6. Manage budgets, staffing, and resources while ensuring program accountability.

7. Communicate effectively, both verbally and in writing, and promote the Department's Equal Employment Opportunity and Equity efforts.

The incumbent must demonstrate initiative, sound judgment, and the ability to make timely decisions on complex and sensitive

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matters. The incumbent must possess registration as a Civil Engineer in the State of California.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions may result in project delays, inaccurate or incomplete reports, and additional costs associated with engineering, safety, and maintenance activities. Errors in judgment may lead to the misuse of resources or misallocation of funds, potentially preventing Caltrans from meeting program goals and commitments and resulting in a loss of confidence among the Legislature, the public, and other governmental agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents Caltrans and the District Director in meetings and discussions with federal, state, regional, and local agencies, elected officials, and the public regarding the scope and direction of transportation programs and projects within the assigned divisions. The incumbent may also be required to speak publicly on transportation-related matters and must establish and maintain effective working relationships with other Districts, Headquarters management, local jurisdictions, and external partners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

To perform the duties of this position, the incumbent must be able to work effectively in a fast-paced, high-pressure environment and within restricted timeframes while quickly analyzing and responding to requests for information and direction. The incumbent must be able to interpret and evaluate printed and electronic materials, including project plans, status reports, policies, and procedures, and determine appropriate actions to accomplish assigned responsibilities.

The incumbent must maintain effective working relationships with staff at all levels within the District, Headquarters, other Districts, state and local agencies, the media, and the public. The position requires the ability to operate standard office equipment, communicate effectively by telephone, email, in writing, and in person, and manage multiple assignments and competing deadlines. The incumbent must exercise sound judgment in prioritizing responsibilities, managing demands related to project delivery, costs, and schedules, and resolving sensitive or emotionally charged issues in a professional and diplomatic manner.

WORK ENVIRONMENT

The incumbent will work in a standard office environment with computers, varying lighting conditions, and prolonged periods of sitting, standing, and working at a keyboard while focusing on complex tasks. Field visits may expose the incumbent to hazardous or unpleasant conditions, including wet, rainy, cold, or hot weather. Required personal protective equipment, including a hard hat, safety vest or approved safety shirt, and eye protection, must be worn while in the field. Occasional travel and overnight stays may be required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is subject to Caltrans' evolving telework policy. Caltrans supports telework while recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification when urgent operational needs arise. The selected candidate will be required to commute to the headquartered location as needed to meet operational requirements. Business travel may be required, and reimbursement will be based on the employee's designated headquartered location and primary residence and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commuting expenses to the headquartered 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) Michael Navarro	
SUPERVISOR (Signature)	DATE

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