STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Trans Electrical Engineer (Specialist)	Division of Equipment/ZEVI	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Zero Emission Vehicle (ZEV) Program Advisor (Electrical)	932-001-3163-xxx	10/23/2026

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

GENERAL STATEMENT:

While working for the Caltrans Division of Equipment (DOE), under general direction of the Deputy Division Chief, the incumbent is responsible for assisting with the development and statewide implementation for deployment of Zero Emission Vehicle (ZEV) Charging Infrastructure. The incumbent will represent Caltrans to facilitate ZEV infrastructure installation on Caltrans right of way with internal and external stakeholders. Possession of a valid certificate of registration as an electrical engineer issued by the California Board of Registration for Professional Engineers.

CORE COMPETENCIES:

As a Senior Trans Electrical Engineer (Specialist), 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Climate Action - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- **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. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, People First, Pride, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Climate Action, Prosperity - Collaboration, Innovation, Integrity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Employee Excellence - Collaboration, Equity, People First, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Climate Action, Employee Excellence - Collaboration, Equity, People First, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Climate Action, Prosperity - Collaboration, People First, Pride, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Climate Action - Collaboration, Innovation, People First)

TYPICAL DUTIES:

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

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40%	E	ZEV Infrastructure Program Advisor to plan and implement the installation of ZEV infrastructure efficiently and effectively for Caltrans faciliites with utility companies and others. Communicate program priorities, principles, processes, and decisions to utility companies and other stakeholders. Lead or participate in development of technical and/or policy subjects related to electrical installations of ZEV infrastructure. Develop or provide expertise for policies, procedures, and standards related to deploying Zero Emission Vehicle Charging Infrastructure for Caltrans facilities relating to electrical work. Collects, analyzes, and interprets data to identify charging infrastructure deployment opportunities and resolve difficult technical problems.
25%	E	Collaborate with teams in development of ZEV Implementation Plan for Division of Equipment and provide technical expertise. Continuously lead and monitor ongoing projects in office and field on electrical installations to coordinate workload and assist in establishing priorities. Represent Caltrans at meetings for coordinating successful ZEV Program implementation. Serve as a HQ liaison to Districts on ZEV related project questions including implementation through Department of General Services, SHOPP Program, DPAC and other contracting of ZEV deployment.
20%	E	Work to include development of plans, specifications, standard detailing, and scopes or work, for EV infrastructure for different Caltrans facilities. Field reviews, meeting with facility operators and leadership, utility coordination, OSFM permit coordination, vendor, or manufacturer coordination as necessary for successful project completion.
10%	M	Utilize or enhance current data systems to track inventory of ZEV infrastructure deployment and data management activities associated with ZEV Program. Utilize data to ensure equity in delivery of charging infrastructure. Develop outreach strategies to inform staff of importance of infrastructure improvements and provide guidance on how to implement improvements in Districts and Programs.
5%	M	Perform other duties as necessary to support the implementation of ZEV Infrastructure Program within Caltrans. Other tasks may include participation on research panels, pilot projects, participation on national committees, such as National Cooperative Highway Research Program (NCHRP), development of reports, documents, presentations, graphics, spreadsheets, and other miscellaneous tasks as directed.

[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 a non-supervisory position; however, the incumbent may be called upon to act in the absence of the Supervising Transportation Engineer for a short duration. The position may provide guidance to or lead teams working in or with the ZEV Infrastructure office, and may act as lead for volunteers, student assistants, interns, and contractors.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have working knowledge and experience in program and project management principles, methods, policies, and business processes related to various phases of transportation engineering and project delivery at Caltrans. Ability to research and stay current with changes in alternative fuel techniques and best practices. Ability to plan, organize and work effectively and efficiently with others as necessary to successfully deliver and implement the ZEV Infrastructure Program. Ability to communicate effectively, make effective presentations and prepare clear, effective correspondence and reports. Ability to use good judgment, tact, and strong interpersonal skills working with others, leading, and participating on teams. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making. Knowledge of federal, state and local alternative fuels regulations and experience with fleet greening, fleet management and policies will be necessary to be successful in this position.

Position requires a valid, current Professional Engineering License, Electrical, from the State of California.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in decisions made within this Office could have major impacts to the Division of Equipment and Caltrans. Lack of foresight could hamper the Division of Equipment's ability to provide the service expected by Caltrans and could cause conflict between Caltrans District managers and staff and the Division of Equipment and could result in noncompliance with established policies and procedures. It could also hamper Caltrans' ability to implement ZEV infrastructure for the State.

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PUBLIC AND INTERNAL CONTACTS

The incumbent has regular contact with all levels of internal staff and external partners (including Department of General Services, Utility Companies, Office of State Fire Marshall, California Energy Commission, California Air Resources Board and others) Considerable time may be spent researching or answering questions by telephone and computer. Attendance, participation, and presentations at virtual or in-person internal and external meetings, task forces, and public meetings may also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires a sound state of mind, with the ability to make clear, timely judgments and decisions under pressure. It also requires teamwork to openly discuss issues and reach a consensus. The position requires the ability to multi-task, adapt to changes in priorities, and ensure completion of tasks or projects when given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation. The incumbent must be able to adapt their behavior and work methods in response to new or updated information, changing conditions, or unexpected obstacles. Must be able to develop and maintain cooperative working relationships. Must also value cultural diversity and other individual differences in the workforce. Must be tactful and treat others with respect.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans 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, as determined by the Department.

While in the office, the incumbent will work in a climate-controlled office under artificial lighting. Due to periodic problems with heating and air conditioning, the building temperature may fluctuate. The environment is fast-paced, demanding and busy; and requires considerable flexibility in managing time, priorities and assignments.

Travel to and from job sites will be required. The incumbent may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the employee. Periodic travel may be required within the state (federal and state offices, district offices, local agencies, etc.) to office buildings and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent may also be required to travel out-of-state.

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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