STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	North Region Construction/Redding Materials Lab	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Area Materials Engineer	928-502-3161-XXX	

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

GENERAL STATEMENT:

Under general direction of an Area Construction Manager, a Supervising Transportation Engineer, the incumbent exercises direct supervision of laboratory staff, and is responsible for planning, organizing, and directing all functions related to laboratory operations within the Redding Materials Laboratory. The laboratory is responsible for providing technical support to functional managers in Planning, Design, Construction, and Maintenance for all areas of materials engineering and materials testing, primarily within the District 2 geographical area. The incumbent coordinates closely with the North Region Materials Engineers in Marysville and Eureka to provide this support and on occasion assists the North Region Materials Engineers to provide support region-wide.

CORE COMPETENCIES:

As a Senior Transportation 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. (Safety, Employee Excellence - Equity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Innovation, 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. (Employee Excellence - Integrity, 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. (Safety, Prosperity - Innovation, 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, Employee Excellence - Pride, Stewardship)
- **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. (Safety, Prosperity, Employee Excellence - Collaboration)
- **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 - 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety - Innovation, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Direct and schedule personnel and resources to provide technical support in areas of engineering, pavement design, materials reports and construction materials. Review engineering reports and recommendations for technical accuracy. Write, review, and stamp technical documents. Ensure all materials testing data is entered into Data Interchange of Materials Engineering (DIME).

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35%	E	Direct and schedule personnel and resources for materials testing, independent assurance, compliance with (AASHTO Accreditation Program) AAP requirements, and HMA/PCC plant inspections in support of the ongoing construction projects. Ensure that lab complies with Departmental, State and Federal lab safety requirements.
15%	E	Exercise supervisory duties, such as reviewing and approving time sheets, preparing individual development plans, assuring adequate training is provided, evaluating staff performance, overseeing and conducting safety meetings and conducting disciplinary procedures.
5%	M	May serve on technical committees for specification and test method changes with other materials engineers, private industry, representatives of the Federal Highway Administration and consultants. May participate as an instructor or facilitator in Materials Academy to train personnel in basic materials concepts.

[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

The incumbent will be responsible for direct supervision of registered and non-registered Civil Engineers, Materials and Research Engineering Associates, Transportation Engineering Technicians, Junior Engineering Technicians, Analysts, and Engineering Student Assistants. This position is responsible for providing general direction, establishing work priorities, assigning jobs, scheduling work and monitoring resources to produce optimum results in an efficient and qualitative manner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The various phases of Design and Construction, knowledge of Design or Resident Engineer work, working knowledge of surveying, paving, plant inspection, materials testing, California/AASHTO Test Methods, traffic planning and evaluation of alternatives which impact transportation facilities.

Knowledge of: Operating a field office. Familiarity with procuring contracts and services for repair and maintenance of the lab equipment, and various services (janitorial, landscaping, payment of utilities…) for maintaining a field office.

Ability to: Plan, organize and direct the work of others, analyze situations accurately and develop an effective course of action; work with interdisciplinary groups and private industry; speak and write effectively and prepare reports.

Analytical Requirements: Performs a full range of analysis in planning and coordinating Materials Laboratory functions. Develops and chooses from alternative courses of direction, determines the direction or indirect effect of action on laboratories and other units.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for timely decisions regarding Caltrans' materials operations and ensuring application of state-of-the-art materials in all areas of responsibility. Errors and incorrect decisions could result in substantial expense for correcting materials which are outside of the specification limits, increased liability exposure, shortened materials life expectancy and potential contractor claims

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain a professional working relationship with other North Region divisions, consultants, Translab, headquarters functions, cities, counties and federal agencies concerned with materials engineering and testing.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to facilitate meetings across the North Region. Out of town travel will be necessary. Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Incumbent must be congenial and tactful when dealing with others while effectively accomplishing tasks. Frequent telephone interaction is common.

WORK ENVIRONMENT

The incumbent will be working in both an office and field environment. As such the incumbent will be required to travel throughout the North Region. While in the office employees will work in a climate-controlled office under artificial lighting. Employee will also travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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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