STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	59/DES/Program/Project Management & Office Engineer	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Chief, Office of Project Delivery & Structures Contract Managem	559-150-3155-050	06/23/2026

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, a Principal Transportation Engineer of Program/Project Management & Office Engineer, the Office Chief, a Supervising Transportation Engineer (Sup TE), will be responsible for the Office of Project Delivery and Structures Contract Management (OPD&SCM). Duties include supervision of staff engaged in project delivery advocacy for all Division of Engineering Services (DES) products. These duties require knowledge of project management, project development, engineering practices and processes, capital project and support cost estimating, delivery scheduling, as well as team building, conflict resolution and strong communication skills. Responsibilities include high-level coordination with district and DES managers to identify and provide necessary assistance to ensure that project delivery goals for each DES function and District are met. OPD&SCM will facilitate the negotiation of project schedules and workplans and monitor and communicate the status of delivery to coordinate the resolution of project delay issues (scope, resource, and schedule). OPD&SCM will develop recommendations for action and identify methods for enhancing communications between DES and Districts. OPD&SCM is responsible for procuring and managing the Architectural and Engineering (A&E) contracts in DES.

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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity)
- **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, Pride)
- **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. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, Innovation)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Collaboration, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	A&E Contract Management: Ensure there are adequate A&E contracts in place to successfully deliver the planned and emergency project workload. Ensure A&E contract workload is tracked and managed on a regular basis. Work with DES subdivisions on a regular basis to ensure their A&E contract needs are met and coordinate with Division of Procurement and Contracts (DPAC) on A&E contract procurements.

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25%	E	Monitor Project Delivery Status: Participates in DES status meeting to monitor project delivery status, project cost, support costs, schedule changes, issues, and reasons for project delivery delays, and recommends potential actions. Monitors project progress toward milestones, initiates actions necessary to keep projects on schedule, and oversees the preparation of any required change control documents. Monitors DES constraints on projects and ensures that constraints are satisfied before project advertising. Monitors workload and workload commitments to ensure the current and future project schedules and milestones are realistic and achievable. Ensure DES involvement in all District Status Meetings, Headquarters (HQ) quarterly project delivery meetings, HQ Project Change Request (PCR) meetings, and Executive Supplemental meetings.
25%	E	Reporting: Reports on the status of Functional Units project involvement, delivery schedules, and resource requirements. Oversees the preparation of monthly project status reports, which include planned accomplishments for the coming month, a listing of delivery dates missed or in jeopardy, and impacts of schedule, scope and cost changes. Ensures that all DES project cost, scope, or schedule change are documented and communicated to District Project Managers. Responsible for establishing the DES Baselines of deliverables; monitor and report how well DES has planned its work and how well it performs against the plan (performance indicators).
15%	E	Continues to enhance project delivery communications between DES functions and the Districts. Establishes and delivers DES Outreach to each District/Region to demonstrate what DES roles are in the project delivery process; and how DES can deliver its project delivery commitments in partnering with the Districts/Regions.
5%	M	Acts for the Deputy Division Chief during absences or scheduling conflicts.

[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 both technical and administrative supervision, coordination, and training to Project Liaison Engineers, Contract Managers, and Project/Contract Management Branch Chiefs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires program/project management and strong communication skills, as well as a detailed knowledge of project management, project development, engineering practices and processes, project and support cost estimating, delivery scheduling, team building, conflict resolution, and effective supervision. Knowledge of computer applications, hardware, and software is highly desirable. Must be skilled in good management practices and be able to analyze situations accurately, adopt an effective course of action; develop and maintain cooperative working relationships, and demonstrate capacity for assuming increasing responsibility. Must be familiar with the Department's strategic plans, purpose, mission, vision and goals, safety, labor relations policies, and must possess the ability to effectively contribute to them: Must be able to analyze program/project requirements, including interpreting frequently changing and detailed Department guidelines. In addition, the incumbent must perform a full range of analysis and recommend solutions for sensitive issues that could affect program and project priorities and DES personnel.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for decisions and actions that affect timely project delivery. Improper planning or decisions may result in project delays that could increase project cost, result in the loss of federal funding and be detrimental to the public interest. Is expected to act professionally and courteously at all times. Failure to do so would negatively impact the credibility and effectiveness of the Office of Project Delivery and the DES.

PUBLIC AND INTERNAL CONTACTS

Must maintain an effective professional working relationship internally within the DES, the Districts/Regions, and HQ. The success of DES and Caltrans in meeting the project delivery goals hinges on the ability of the Sup TE to effectively communicate with District management, DES management and functional staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

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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 associatedwith 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, 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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