STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	D6 Local Assistance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
District Local Assistance Engineer	906-155-3161-XXX	11/20/2026

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 Supervising Transportation Engineer, the incumbent is responsible for performing a wide range of engineering and administrative tasks in responsible charge of the District's Local Assistance Branch. This includes managing, directing, and overseeing the administration of Federal-Aid and State-Aid programs to cities, counties, and regional transportation agencies. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required. Duties include, but are not limited to:

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Prosperity - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - 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 - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration)
- **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. (Prosperity - People First)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Prosperity - Integrity)
- **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. (Employee Excellence - People First)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Manages Local Assistance Program within District 6. Oversees and administers federal and state funds to improve local transportation infrastructure and services. Assist Local and Regional Agencies by ensuring projects are delivered in accordance with Federal and State requirements. Provides day-to-day assistance to staff and to local agencies in developing and delivering all phases (Preliminary Engineering, Right of Way, Construction) of Local Assistance projects. This includes approvals, forms, letters, certifications, E-76 processing, fund requests, field reviews as needed, and coordination with Local Assistance/Local Programs staff.

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35%	E	Supervises and meets frequently with staff to ensure all are updated on any policy and/or procedure changes; plans, monitors and balances staff workload; performs staff development activities that include personnel evaluations, mentoring, training, regular staff meetings, safety meetings, and facilitates resolution of project, personnel and policy issues. Manages personnel resources and expense budget to ensure effective workload balancing that stays within budget.
15%	E	Meets with Local Agencies, Consultants, District and Headquarters' personnel regarding Local Assistance program issues/changes, and project schedules, issues and funding on an "as needed" basis.
5%	M	Administer the training of local agencies and provision of Enhanced Services, all for the purpose of speeding the delivery of local agency projects.
5%	M	Administer the monitoring and reporting the results to Division of Local Assistance, of local agency projects under construction and the inspection of the maintenance of projects completed with Federal funds for compliance with Federal and State regulations.

[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 have supervision responsibility for a section of primarily engineers and administrative and clerical staff. The incumbent will have direct responsibility for the branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. COMMUNICATION SKILLS: Must have effective written and verbal communication skills that ensure accurate understanding and clear direction. Must be professional and courteous with customers and clients, both internal and external. SUPERVISION: Ability to effectively guide and direct the work of others and provide constructive feedback to employees. Ability to effectively communicate work tasks as well as ensure that higher-level priorities and principles of the organization are well-understood Ability to manage work to ensure that deadlines are met and that workload is balanced. LANGUAGE SKILLS: Ability to read and interpret documents such as Department directives, procedure manuals, State statutes, Federal regulations and guidelines. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as algebra and those required to perform basic engineering calculations. Must have ability to read and interpret plans, schematics, and engineering specifications. Must have ability to measure quantities and determine correct ratios and apply various mathematical formulas. Must have ability to perform, review and correct accounting calculations. REASONING ABILITY: Ability to solve practical problems and deal with many variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. OTHER SKILLS AND ABILITIES: Must work well in office and field environments; work cooperatively with co-workers and employees of local agencies. Must accept supervision well. Must understand safety regulations and have ability to work safely around heavy construction equipment and in traffic situations. Requires knowledge in all phases of Transportation Engineering, Environmental, Materials, Right of Way, Design, Construction, Maintenance, Accounting, and a detailed knowledge of policy and procedures of highway engineering as it applies to the Federal Highway Administration. The incumbent must understand and work within departmental guidelines, as well as conform to Federal requirements and standards. Requires an ability to recognize cost effective solutions for environmental mitigation, design, right of way, construction, and accounting for local agency projects. Requires the ability to work in a flexible and ever-changing environment with constantly changing policies and guidelines. Requires knowledge in operating a personal computer and main-frame time share.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position requires a high level of knowledge about the procedures relative to the activities of the Local Assistance Branch. The timely review and approval of funding requests from the local agencies requires a thorough knowledge of Local Assistance procedures. The use of poor judgment, or the giving of inaccurate information regarding the documents from the local agencies could be damaging to the agencies and Caltrans and could cause time delays and costly corrections and possible loss of funds. Such errors could result in adverse political ramifications and embarrassment to the department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to coordinate with other sections in the District and in Headquarters. The incumbent must have a good knowledge of District and Headquarters organizational systems in order to establish contacts and to direct inquires when applicable. The incumbent will be involved with technical/professional level staff members of consultants and outside agencies. The incumbent will actively participate in meetings and training that include District staff, local agency consultant's staff, and local agency staff. The incumbent will need to communicate project information to Headquarters, various agencies, private individuals and groups.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must posses the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must posses the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making. Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee may be required to transport a laptop computer and portable printer while on field visits.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee may also be required to travel and occasionally conduct meetings in local agency facilities and field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs.

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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