STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	D10/Maintenance/Maintenance Design	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Chief, Maintenance Design - SB1	910-600-3161-004	10/19/2026

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

GENERAL STATEMENT:

Under the direction of the Maintenance Engineering Office Branch Chief, a Supervising Transportation Engineer, the incumbent is responsible for directing work assigned to the Office of Maintenance Design - Senate Bill 1 (SB-1) and supervision of Transportation Engineers. The incumbent is responsible for the delivery of plans, specifications, and estimates (PS&E) for a variety of Highway Maintenance (HM) and Capital Minor B projects. Other responsibilities may include the preparation of Project Initiation Documents (PID's) for various State Highway Operation and Protection Program (SHOPP) rehabilitation projects.

This position requires Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

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 - Collaboration, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Integrity, 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. (Equity, Employee Excellence - Equity, Integrity, People First)
- **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. (Employee Excellence - Collaboration, People First, 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. (Equity, Employee Excellence - Collaboration, Equity, People First, Pride)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Equity, Employee Excellence - Collaboration, Equity, People First)
- **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. (Employee Excellence - Collaboration, Equity)
- **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. (Prosperity, Employee Excellence - Collaboration, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Innovation, Integrity)

TYPICAL DUTIES:

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

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40%	E	As Project Manager/Design Manager, directs and trains staff in the preparation of plans, specifications and estimates (PS&E) for Major Maintenance, Capital, SB-1, and specially funded projects to successfully deliver our yearly Contract for Delivery. Tracks all projects in design and construction to assure that milestones are met. Works directly with Construction to assure projects are completed on time, paid out, and closed out (e.g. funds disencumbered, phases closed, and project final vouchered).
20%	E	Manages Personal Service (PS) and Operational Expense (OE) resources to stay within allocations. Manage PS and OE resources by monitoring projects daily during design and construction. Works with HQ Maintenance Support, District Advisors, and Project Control to allocate funds and monitor the budget. Works closely with District HM Program advisors to assists with projects in the Asset Management Tool (AM Tool).
20%	E	Supervises, hires, develops and trains staff. Clearly communicates the organization's mission, vision, and strategic management plan and strategies. Provides staff the resources needed to perform their assigned duties successfully (e.g., tools, equipment, materials). Schedules work assignments, establishes priorities, and directs the staff work making adjustments as necessary due to changing priorities. Encourages innovative solutions from staff and serves as a role model by striving for continuous improvement. Provides feedback on job performance to the employee that entails critical, constructive, and ideally oral and written feedback, through the regular monitoring of their productivity and work load.
10%	E	Coordinates with District functional units that provide support needed to achieve project delivery. Encourages innovative solutions from staff and serves as a role model by striving for continuous improvement.
5%	M	Facilitates project development team (PDT) meetings and provides recommendations to solve issues. Captures meeting minutes, documents engineering decisions and maintains project files. Provides quarterly project updates to external partners in all of District 10's eight counties.
5%	M	Acts on behalf of Maintenance Engineering Office Chief and/or Deputy District Director of Maintenance when delegated during their absence.

[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 Senior Transportation Engineer is in charge of the Maintenance Design - SB1 Branch that has a staff of six employees. The incumbent makes assignments to staff, reviews employees work for sufficiency, quality, efficiency, and accuracy while maintaining schedules and meeting deadlines.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of the Caltrans organization, departmental policies and procedures, project development process, project management concepts, and engineering functions including traffic operations and traffic analysis, design, and environmental considerations that pertain to the planning and design of transportation facilities. The incumbent must also be able to apply and effectively communicate this knowledge, verbally and in writing, on a consistent basis. The incumbent must have knowledge of principles and techniques of personnel management and supervision. The incumbent must have the ability based on engineering experience and expertise, be able to exercise good judgment on matters relating to project initiation; prioritization and maintenance program delivery; ability to analyze proposed project scopes, design alternatives, and evaluate costs. Must be able to independently interpret internal and external project information and offer solutions to management. Plan and direct the work of others, prepare technical correspondence, and complete comprehensive reports. Must have the ability to make accurate mathematical calculations; organize/arrange data to produce effective/acceptable work products without direction; and possess interpersonal skills necessary to become an effective team leader. Also, must be able to effectively communicate orally and in writing with persons at all levels of Headquarters (HQ) Management, District Region, and external groups. Ability to prepare reports and make effective presentations to management. The incumbent must have the ability to effectively use PC-based software programs for database purposes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out assigned duties. Must be able to work independently as well as have the ability to quickly organize and motivate a team to confront a crisis situation. Consideration of all engineering data and other pertinent factors is crucial to reaching conclusions and taking appropriate actions when developing projects as well as coordinating with Program Advisors in development of Maintenance and Minor Programs. Failure to coordinate and properly evaluate funding capabilities and/or potential projects will result in the loss of millions of dollars in district allocated funds. Errors, poor engineering judgment, or failure to recognize and communicate critical issues could result in missed deadlines, loss of programmable funds and subsequent non delivery of projects. Incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of state time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative, and professional working relationship with Headquarters, other Districts, Central Region Management, and maintenance field employees. Contact is made both in and out of the office with material vendors, product organizations, general public and local governmental agencies on a regular basis to discuss matters related to district maintenance operations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to sustain mental activity needed for report writing, problem solving, analysis and reasoning. The incumbent must be able to develop and maintain cooperative working relationships, respond to difficult situations, and must be able to recognize emotionally charged issues or problems.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office, including but not limited to artificial lighting in the office setting or at an approved telecommute location. Telecommuting is subject to completion and approval of the department's Telecommute Agreement. The incumbent will also be required to travel between the District Office, Headquarters, and other districts. Incumbent will work in a climate-controlled office under artificial lighting; however, due to unexpected heating and air conditioning problems, building temperature may fluctuate.

Will also be required to travel to field office locations, District Offices, Headquarters, other districts throughout the state to attend meetings or trainings. Occasional overtime, night work, and overnight travel may be required.

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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