

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Senior Transportation Engineer	08-608 Maintenance Engineering	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT Senior Transportation Engineer	908-608-3161-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a CEA1, serving as the Deputy District Director for Maintenance, the Senior Transportation Engineer, acting as Maintenance Engineer, is responsible for supervising the delivery of assigned projects on time, within programmed funding, and according to approved scope. Supervises the engineering staff involved with the Global Positioning System (GPS) and Geographic Imaging System (GIS) for Maintenance. Supervises the administration of the Pavement (HM1), Bridge (HM3), and Electrical (HM4) programs. Acts as Program advisor for State Highway Operations Protection Program (SHOPP). The normal workweek is Monday through Friday, on a 9/80 schedule starting at 0700 with alternating Fridays off. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Supervises the engineering staff involved in planning and developing a candidate priority list for engineering projects related to the Maintenance Division. Supervises monitoring of schedules and budgeted funds for all such engineering projects to ensure work is accomplished on time and within budget.
40%	E	Oversees all aspects of projects including funding, scheduling and monitoring. Works with engineering staff in Maintenance and other District and Headquarters units to ensure completed projects are in full compliance with Maintenance requirements.
10%	M	Supervises the engineering staff involved in the Maintenance portion of the Global Positioning System (GPS) and the Geographic Imaging System (GIS). Oversees the quality and appropriateness of work, provides guidance, and may participate in District and Departmental interaction relative to these two programs. Serves as the District Disaster Coordinator, participating in initial field review and assessment of damage and need for repair. Makes recommendation of methods of remediation, initial cost estimate, coordinates with other units in preparation of plans and design, and is liaison with Headquarters units relative to all disaster issues, including funding and programming.
10%	M	Supervises the Maintenance staff involved in culvert inspections, inventory updates and making recommendations for maintenance strategies on culvert repair & replacement.

¹ESSENTIAL 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 provides first-line supervision for a staff of registered, non-registered civil engineers and maintenance staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of various phases of transportation engineering, including planning processes and methods, systems planning, and evaluation of alternatives. Must have knowledge of Caltrans facilities and their location, design, construction, operation and maintenance. Requires knowledge of transportation economics and financing; project management concepts; and factors that influence the impact of transportation facilities on the environment, the community, and the economy. Requires knowledge of the principles and techniques of personnel management and supervision; a supervisor's role in affirmative action, health and safety; and Occupational Safety & Health Assistance (OSHA) Specifications and Construction Safety Orders.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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The incumbent must have the ability to plan and direct the work of others, establish and maintain cooperative working relationships, apply the principles of effective personnel management and supervision, and delegate work assignments. Requires the ability to accurately analyze, evaluate and present ideas and information effectively, both orally and in writing; analyze situations and formulate viable solutions to complex operational and administrative problems. Requires possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises independent judgement and decisions in the formulation and review of proposals; evaluates projects for safety and delivery. In dealing with the public and other agencies, frequently makes commitments for the Department. These decisions and commitments are significant in public safety, public relations and dollars. Responses and decisions in error could result in major citizen concern and law suits against the State or project delays and unnecessary expenditures of public funds.

PUBLIC AND INTERNAL CONTACTS

Position has daily contact with other units throughout Caltrans, coordinating work and exchanging engineering data. Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives, private developers and concerned citizens. May be called upon to testify as defense or expert witness for the Department in legal proceedings where the appropriateness of engineering decisions is an issue.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods while working in office or attending/conducting meetings. Must be articulate and be willing and able to conduct meetings and address large audiences of varying responsibilities. Must show tact when dealing with highly sensitive and emotionally charged issues, and deal effectively with pressures of deadlines and maintain focus. The incumbent is expected to travel extensively, both within the District and throughout the state.

WORK ENVIRONMENT

Primary assignment is in an environmentally controlled office with artificial lighting. Will work extensively with a personal computer, using a keyboard, mouse and monitor. Field reviews of project locations will be required on a regular basis. The incumbent must be aware of and comply with all departmental safety requirements at all times.

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.)

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