**CALIFORNIA DEPARTMENT OF TRANSPORTATION**
**POSITION DUTY STATEMENT**

| **CLASSIFICATION TITLE**<br>Senior Transportation Engineer (S) | **DISTRICT/DIVISION/OFFICE**<br>Headquarters/Traffic Operations/Permits | |
|---|---|---|
| **WORKING TITLE**<br>Permits Manager | **POSITION NUMBER**<br>913-399-3161-917 | **EFFECTIVE** |

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

## GENERAL STATEMENT:

Under the general direction of the Chief, Office of Permits (a Supervising Transportation Engineer); the incumbent-has responsibility for the day-to-day operations of the Transportation Permits Issuance Branch (TPIB). The TPIB issues permits for all 12 districts (statewide). The California Department of Transportation (Caltrans) is both authorized and obligated to permit the movement of extralegal vehicles and loads on the State Highway System. This program is very visible and sensitive. The accurate and timely issuance of permits influences the economic viability of many industries. The incumbent must balance public safety and preservation of the highway system, with the needs of staff, enforcement officers, local jurisdictions, and the heavy haul industry. This position requires an understanding of Federal and California law, and an ability to work well with a variety of people.

## TYPICAL DUTIES:

| Percentage<br>Essential (E)/Marginal (M)[1] | Job Description |
|---|---|
| 40% (E) | Supervises the daily operations of the TPIB. Develops clear procedures for processing various types of transportation permits consistent with state and federal regulations. Reviews and approves variance load requests. Directs and adjusts employees' workload assignments as needed to meet performance objectives. Monitors and tracks the issuance of all transportation permits (Single-Trip, Annual/Repetitive, Direct Crossing, and Variance) to ensure performance measures are met, prepares monthly performance reports for all transportation permits. |
| 30% (E) | Hires, trains, develops, and retains employees to issue transportation permits. Clearly describes Caltrans' vision, mission, strategies, and rationale for decision making. Ensures that employees understand the office's expectations and duties as described in their duty statement. Provides employees with the resources needed to perform their assigned duties successfully (e.g., tools, equipment, staff, materials). Conducts bi-weekly staff and training meetings. Schedules work assignments, establishes priorities, and directs the work of employees while making adjustments as necessary due to changing priorities. Establishes and communicates job performance expectations and |

[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

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provides oral and written feedback on job performance to the employee, through the regular monitoring of their productivity, work load, and quality of work. Prepares timely individual performance reports and probation reports, develops training plans, uses progressive discipline, and takes corrective action when work performance issues arise.

15% (E) Acts as the Caltrans' liaison with the California Highway Patrol (CHP) for variance permit applications that require CHP escort. Coordinates with the office of Structures Maintenance & Investigation (SM&I), Traffic Operations branches in the districts and Headquarters and the CHP for the movement of extralegal loads and general truck operations. Regularly represents Caltrans at the California Transportation Permits Advisory Council (CTPAC) meetings to discuss permitting issues with industry. Provides support to districts on issues related to extralegal permits. Regularly attends Project Development Team (PDT) meetings for projects impacting the State Highway Extralegal Load Network (SHELLN). Coordinates with staff from SM&I to prioritize bridges for rehabilitation purposes (raise for vertical clearance purposes and upgrade bridge ratings). Coordinates and communicates with the Construction and Maintenance offices throughout the state on closures and restrictions on the State Highway System.

10% (E) Serves as a liaison with other divisions, and within the Division of Traffic Operations (Division) for matters relating to the Transportation Permit Program consistent with established protocol. Responds to inquiries from externals, including the Legislature, Federal Highway Administration, local cities and counties, professional groups, the general public, and trucking companies. Prepares reports, issue papers, status documents, and correspondence for Caltrans. Develops and delivers presentations to Division/District management and internal/external agencies. Attends or conducts meetings in the Office Chief's absence and help to resolve internal workload issues. Performs special assignments as directed by the Office Chief or Division Chief.

5% (M) Proposes improvements to information technology systems and computer programs to improve the transportation permit program. Ensures the outcomes from the Compliance Program are timely implemented and enforced in the TPIB. Coordinates with customers and Headquarter's staff to resolve compliance related concerns.

## SUPERVISION EXERCISED OVER OTHERS:

Directly supervises a branch consisting of Transportation Engineering Technicians, Program Technicians, and Office Technician (Typing) staff. Incumbent may supervise student assistants on occasion.

In coordination with other TPIB managers, incumbent may provide direction to all employees in the TPIB to meet the operational needs and priorities.

## KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The incumbent must have a valid certificate of registration as a Professional Engineer in Civil Engineering issued by the California Board of Registration for Professional Engineers.

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Knowledge:
Must have knowledge of and understand Caltrans' and Traffic Operations' mission, vision, strategic goals, policies, procedures, funding and financial constraints; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management and evaluation; factors which influence the impact of transportation facilities on the environment, the community and the economy.

Must have knowledge of the principles and techniques of personnel management and supervision; a supervisor's role in equal employment opportunity, health and safety, and labor relations programs and the processes available to meet their objectives.

Knowledge of the various functions involved in the issuance of transportation permits, such as Structures Maintenance, Construction, and Maintenance.

Knowledge of heavy hauling equipment and heavy construction equipment is desirable. Familiarity with laws, rules and regulations pertaining to movement of oversize and overweight loads upon State Highways is preferred. Background in a regulatory and/or enforcement capacity is preferred.

Abilities
Must have the ability to analyze facts and data and develop recommendations, technical advice, prepare technical correspondence and complete comprehensive reports related to the improvement of highway safety. Must be able to communicate effectively, both orally and in writing (functionally and technically), with internal and external partners and trucking industry.

Must have supervisory and organizational abilities that include evaluating work quality and performance, and effectively planning and directing the work of others. Must have the ability to negotiate with internal and external partners on critical issues and be able to develop and maintain professional relationships. Must have the ability to analyze technical situations accurately and complete assignments with a limited timeframe. Must develop new and innovative ideas and recommend solutions for improvements and write clear and concise documents and reports. Ability to plan and deliver persuasive presentations and use a personal computer.

Analytical Requirements:
Must have analytical abilities to assimilate technical and procedural input from various sources, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the transportation permitting process. Must reason logically and creatively using a variety of analytical and problem-solving techniques.

The Transportation Permits program is becoming more complex, with larger and heavier loads being transported and more stringent restrictions being placed on the highways. A considerable degree of analytical ability is required to determine safe routes for loads. It is necessary to determine when applicants are attempting to circumvent permit requirements and take appropriate action.

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Competencies

The incumbent must possess the following General Competencies:

Analytical Thinking: Approaching a problem by using a logical, systematic, sequential approach.

Communication: Listening to others and communicating in an effective manner.

Customer Focus: Identifying and responding to current and future client needs, and providing excellent service to internal and external clients.

Ethics and Personal Credibility: Upholding ethics and personal integrity, and demonstrating trustworthiness, reliability and responsibility.

Relationship Building: Maintaining, and strengthening relationships with others inside or outside of the organization who can provide information, assistance, and support.

Teamwork: Working effectively and cooperatively with other team members to achieve common goals, and completing assignments in a group setting.

The incumbent must possess the following Leadership Competencies:

Change Leadership: Must be competent in managing, leading and enabling the process of change and transition while helping others recognize and manage the challenges that can accompany the change.

Empowering Others: Must have the ability to convey confidence in employees' ability to be successful, share significant responsibility and authority, and allow employees freedom to decide how they will accomplish their goals and resolve issues.

Team Leadership: Must have the ability to effectively manage and guide group efforts, including providing the appropriate level of feedback concerning group processes.

Vision and Strategic Thinking: Must have the ability to make the Caltrans Vision "come to life" through implementation of the Systems Management Pyramid, Caltrans Values and Traffic Operations Principles.

## CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

All permit loads are routed according to their oversize dimensions (height, width, length, and weight). The structural integrity of the State Highway System and the safety of the traveling public can be adversely impacted by the misrouting of extralegal loads. Improperly routed loads may strike bridges and other fixed objects, causing damage to the facilities and/or the load and possibly resulting in freeway closure, traffic congestion, and public inconvenience. Misrouting an overweight load over a weak structure can greatly reduce the life of the structure, ultimately leading to bridge failure. Additionally, any collision or bridge failure can result in injuries or loss of life, and expose Caltrans to lawsuits. The incumbent will be required to ensure that all work performed in the Transportation Permit Program is complete, accurate, timely, and of the highest quality.

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## PUBLIC AND INTERNAL CONTACTS:

The incumbent will have constant and extensive contact with the public and the trucking industry. Internal contacts will be made throughout Caltrans, as required for the proper performance of the duties assigned. External contacts may include the CHP, Legislature, FHWA, the, representatives of the trucking industry and their legal representation, local cities and counties, advocate groups, and the general public

## PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Some walking may be required. Must be able to work flexible hours, sometimes staying late or arriving early to complete an important assignment.

The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management. Must be able to make presentations, lead workshops, and serve on quality teams. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. Must deal effectively with pressure, maintain focus, and intensify yet remain optimistic and persistent, even under adversity.

## WORK ENVIRONMENT

At the incumbent's base of operation, the incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Vacation may be restricted during peak times.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name _____ Employee Signature _____ Date

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

Yin-Ping Li
Supervisor's Name

Supervisor Signature Date

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