

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Division of Design	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Stewardship Performance Engineer	913-200-3161-005	07/30/2014

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 the Chief of Office of Performance Management in the Division of Design (DOD). The incumbent will manage and monitor the Division of Design's stewardship agreements with 5 districts and 2 regions so that Division management can assess risks to make informed decisions on what actions are needed to ensure successful execution of the agreements by the districts. The incumbent will also manage and monitor the Design through construction performance indicators and implement follow-up studies so that division management can improve business processes. The incumbent will also provide data to fulfill the divisions role in the Mile Marker annual report and the Department's Strategic Plan.

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	The incumbent will implement federal and design stewardship agreements by using existing databases, and by developing new sources of information. The incumbent will execute audits of the agreements by forming teams and investigating project documents and personnel. The incumbent will manage or lead any process improvement studies that are needed as a result of the stewardship agreement activities.
35%	E	The incumbent will manage design through construction performance indicators by working with the Division of Construction and Project Management to collect and compile the data. will be responsible for reporting the indicators to div management quarterly and providing and depth explanation of what the data means and how it was generated. the incumbent will manage or lead any process improvement studies as directed by div management.
10%	E	The incumbent will provide reports to Mile Marker and Strategic Plan through consultation with and support of the managers within the division of Design. The incumbent will attend all meetings for these initiatives and brief div management on the proceedings.
5%	M	The incumbent can expect to be allocated duties not specifically mentioned in this document that are within the capabilities, qualifications and experience normally expected from persons occupying jobs at this classification level.

<sup>1</sup>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**

Incumbent does not supervise other employees.

**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.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of Departmental policy
- Knowledge of organizational and functional relationships both within and outside the Department that pertain to the design, construction, operation, and maintenance of transportation facilities
- Knowledge of Departmental design policies, procedures, standards, and other factors relating to the geometric, pavement, drainage, roadside, pedestrian, and bicycle design of transportation facilities
- Knowledge of the basic principles of physics; chemistry and mathematics as applied to civil engineering; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; and engineering economics
- Ability to, based on engineering experience, exercise good judgment on matters relating to the geometric, pavement, drainage, roadside, pedestrian, and bicycle design of transportation facilities
- Ability to recognize geometric, pavement, drainage, and roadside design deficiencies which may adversely impact traveler safety and/or operations, especially at intersections and interchanges for both vehicular and non-motorized travelers; and, then facilitate the resolution of such deficiencies through the engineer in responsible charge and the design team
- Analytical abilities related to geometric, pavement, drainage, roadside, pedestrian, and bicycle design standards
- Ability to effectively communicate and coordinate, both orally and in written form, with management and employees in Headquarters, Districts, and personnel outside the organization
- Ability to write technical reports and be able to interpret results from technical studies
- Ability to assimilate technical and procedural input from various sources on a given subject, to evaluate that input, to develop alternative courses of action, and to make objective recommendations and to follow-up with implementation through written and oral communications
- Ability to establish and maintain friendly and cooperative relations with those contacted in the course of the work, and to communicate effectively

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department. Inaccurate, delayed, or incomplete reviews/work could also affect public safety or result in tort liability for the Department.

---

### PUBLIC AND INTERNAL CONTACTS

Incumbent must work closely with District staff and management, as well as, with personnel in Headquarters, both within and external to the Division of Design, Consultants, the Federal Highway Administration (FHWA) and other Federal and State agencies to provide the coordination necessary to plan, design, and deliver transportation projects. In addition, the incumbent must communicate with the general public, local agencies (cities, counties, metropolitan planning agencies, regional transportation planning agencies, etc.), the Legislature, representatives of Industry, Private developers, AASHTO, WASHTO, academia, and others on issues related to, but not limited to: geometric, pavement, drainage, roadside, pedestrian, and bicycle design standards and practices.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time, at their desk, using a keyboard and video display terminal or reviewing written documents. Manual dexterity, and sustained periods of mental activity are needed for: report reviewing and writing, plus, problem solving, analysis, and reasoning. Incumbent will need to establish and maintain friendly, and cooperative working relationships with those contacted in the course of the work and communicate effectively by recognizing emotionally charged issues or problems, acknowledging the various responses, and responding appropriately to difficult situations.

---

### WORK ENVIRONMENT

Incumbent may be required to work outdoors, and in Districts throughout the State. 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

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

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