STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, Civil	District 8 –Program/Project Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Office Chief - Project Management Support Unit	908-200-xxx-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 the Supervising Transportation Engineer of Program/Project Management (PPM), the incumbent is responsible for the management of the Project Management Support Unit (PMSU) which consists of non-senior level transportation engineers and non-engineering staff. The PMSU provides assistance to all activities in support of Project Management such as project closeouts, risk management, value analysis, fact sheets, as well as provide guidance to range D project managers.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
20%	E	Direct and supervise staff responsible for PMSU related assignments to assure that their duties are performed accurately and efficiently. Monitors the accuracy and completeness of the information being developed and duties performed and managed by the Office of PMSU.
20%	E	Direct and supervise staff responsible for managing and monitoring the development and implementation of the Value Analysis (VA) and Risk Management as required by the state and federal policies and guidelines. Provide guidance and advice on the process of VA and Risk management. Designate and assign a district VA Coordinator and to work with the district Risk Management Coordinator and Project Managers to identify projects requiring a VA and Risk management plan. Manage and project VA and Risk management program needs to ensure budgets do not exceed budget limitations. Assist in all aspect of the VA and Risk management plan including provide and coordinate staff and equipment resources as well as initiate A&E contact as needed.
20%	E	Assign staff to manage and process project closeout (MS800) activities for the district; activities include adhering to the accounting guidelines and requirements, plan and project yearly closeout activities, assess and adjust MS800 schedules based on staffing resources. Commit and sign off on behalf of the district on the yearly HQ delivery plan. Develop and update internal and external fact sheets for project managers and executive management. Monitor, coordinate, track, and facilitate construction kick-off meetings for projects according to advertisement and award schedules.
20%	E	Direct and supervise PMSU Project Managers on all activities of project development relating to project management; including workplan assessment, establishing project schedules, provide funding recommendations in the event of cost overrun, assist in resolving project team member conflicts, etc. Provide assistance in funds requests, program change requests, and federal aid reimbursement requests. Ensure the projects assigned to the Project Managers are delivered according to the delivery commitment.
10%	E	Plan, direct, coach, motivate and train staff to help them develop their skill set so that they can contribute towards accomplishing the Department's Mission, Vision and Goals. Provide a work environment conducive to creativity, respect for one another and fostering teamwork. Responsible for dealing with staff's personnel and administrative matters including completing Staff's Individual Development Plans (IDP), probation reports and annual performance evaluations.

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10%	M	To provide status and updates to supervising management regarding tasks performed by the Office of PMSU. To attend monthly district status meetings and provide updates on delivery commitments performed by the PMSU. To provide assistance and perform other duties related to the Program Project Management to ensure the success of the division.

[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 is responsible for the direct supervision of transportation engineers and other non-engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of all phases of transportation engineering, including the project development process; principles and techniques of project management; and principles of project funding and budgeting. The incumbent must analyze situations accurately and develop an effective course of action. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decision made by the incumbent will affect project delivery commitments. Improper decisions could result in project delays that could increase project costs, loss of Federal funds, and loss of credibility and good will for the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent develops and maintains partnerships between district and headquarter functional units, with federal agencies, other state or local governments; At times, responding to local community concerns, general public issues, and/or contractor out reach forum may also be needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work on a keyboard; manual dexterity; sitting for long periods.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their 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. May occasionally take field trips to the project site where knowledge of roadside safety is critical and hard hats & vest must be worn.

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.)

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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