

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Division of Aeronautics	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Transportation Engineer	900-063-3161-001	

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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the direction of the Division Chief, this position acts as Chief of the Office of Technical and Program Services. This Office is responsible for programming and issuing California Aid to Airports Program (CAAP) grant funds; oversight of the Local Airport Loan Program; reviewing environmental documents and enforcing the State's Noise Standards; and analyzing State and federal legislation. This position also acts as the Department's primary expert and consultant on airport engineering matters.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage	Job Description
30% E	Assign work, set priorities, review work, control quality, and evaluate performance of the six staff in the Office of Technical and Program Services. Coordinate with other Office Chiefs to ensure that their activities reflect and are consistent with the functions and responsibilities of the Office.
20% E	Develop, implement and maintain technical standards for (1) the review and approval of plans and specifications for airport capital improvement project that are funded by departmental Acquisition and Development (A&D) grants, and (2) the inspection and approval of project that have been constructed with State funds. Provide airport engineering consulting services to airport sponsors.
20% E	Perform the most complex tasks in programming CAAP grants that are funded by the Aeronautics Account. Provide input to the Budgets Division for the Fund Estimate. Prepare the biennial Aeronautics Program for project selection and funding. Develop policies for the Annual Credit grants, A&D grants, and State matching of federal Airport Improvement Program grants. Confer with State, federal, regional, and local aviation representatives on funding issues and recommend solutions.
15% E	Develop the biennial Capital Improvement Plan (CIP) per Public Utilities Code (PUC) §21704. Review projects in the CIP for engineering feasibility, adequacy of cost estimates, and relationship to Department goals to improve safety, increase capability, and enhance capacity. Maintain a system that provides information on the condition of airport pavements, which serves as a significant input to the CIP.

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.

10%	Manage special projects as required and as related to the functions and responsibilities of the Office.
M	
5%	Chair the Division Loan Committee to review and approve loan requests from airports. Respond to requests for information about the Airport Loan Program. Represent interests of the Division with the California Transportation Commission and staff.
M	

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

- Plan, organize, and assign activities to a professional staff in the Office of Technical and Program Services.
- Set standards, monitor, and evaluate job performance of Office staff.
- Act as the Deputy Division Chief, on a rotating basis with the other Office Chiefs.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Must be able to logically organize and present positions, identify problems, and formulate recommendations.
- Must be able to perceive the political and policy implications of proposed actions.
- Ability to interpret and correctly apply sections of the Public Utilities Code, Revenue and Taxation Code, and the California Code of Regulations relating to aviation.
- Ability and initiative to work with a minimum of supervision and direction.
- Ability to identify evolving trends and sensitive issues.
- Ability to be proactive in problem solving.
- Ability to be tactful and diplomatic in dealing with others.
- Ability to establish and maintain effective, cooperative relationships with individuals and organizations.
- Ability to supervise a technical staff and provide that staff with effective leadership.
- Ability to prepare work and communicate ideas, both orally and in writing, with a high degree of accuracy.
- Ability to serve in a consulting capacity to federal, State, regional, and local agencies.
- Ability to effectively communicate policies and goals of the Division before large audiences.
- Knowledge of federal and State laws, regulations, and policies relating to transportation.
- Knowledge of the techniques for fostering others to provide input to the planning process.
- Knowledge of aviation and airport operations.
- Knowledge of the principles, practices and methods of airport design and construction, including grading, drainage, paving, lighting, structures, facilities, and other general construction items.
- Knowledge of the various technical phases of airport engineering work, including design, construction, and maintenance.
- Knowledge of federal and State standard specifications, standard special provisions, and Advisory Circulars; the provisions of Federal aviation laws and regulations; and State laws, regulations and policies relating to public use airports.
- Knowledge of departmental organization, finance, policies, procedures, and organizational relationships.
- Knowledge of the materials used in airport construction and the appropriateness of their use. Knowledge of personal computers and applications for word processing, spreadsheet, and databases and presentations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for guidelines and policies relating to the Office of Technical and Program Services. Decisions must be consistent with Departmental policy and the authority vested in the position. Failure to ensure compliance with policies, granted authority and Department plans and processes could result in State funds being expended without the accrual of the required benefits to the State. Programs that are not developed and managed properly could result in additional unknown costs to the State through claims and legal actions.

PUBLIC AND INTERNAL CONTACTS

Personal contacts are made frequently with Aeronautics Division staff, regional planning agencies, airport proprietors, community groups, FAA representatives, Caltrans headquarters and district staff, and engineering consultants. Presentations in a public setting to the California Transportation Commission and other organizations are given several times each year.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Develop and maintain cooperative working relationships. Ensure employees are treated in a fair and equitable manner.
- Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.
- Develop new insights into situations and apply innovative solutions to make organizational improvements. Formulate effective strategies consistent with the Departments vision and goals.
- Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance.

WORK ENVIRONMENT

While at their base of operation, employees 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.

Employees may be required to travel frequently. Travel may be by Department-owned aircraft.

May need to extend workday to complete time-sensitive projects.

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)

GARY CATHEY

SUPERVISOR (Signature)

DATE