

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer (Specialist)	Program/Project Management-District 1	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Manager	901-200-3161-xxx	08-01-15

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 and supervision of the Deputy District Director for Program/Project Management (PPM), a Supervising Transportation Engineer, the Project Manager (PM), Senior Transportation Engineer (Specialist) is accountable for the delivery of assigned capital projects. This includes ensuring that quality projects are completed in accordance with the approved scope, schedule and budget. The PM will have project responsibility from the Project Initiation Document (PIDs) through completion of the construction contract. The PM will have authority over all project team members for developing and managing commitments regarding costs, schedules and coordination of work.

The PM will be responsible for the planning, monitoring, controlling and coordination of activities performed by Capital Outlay functions which support development of projects. The PM is also responsible for communicating and coordinating with corporate Headquarters, District and Regional functions, local agencies and external stakeholders. The PM will also keep the Deputy District Director for PPM informed of any and all major issues that may rise beyond the Project Manager level.

Must possess a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

Job Description

30% (E)

Serve as the Project Team Leader and coordinate integration of the project delivery processes within the Project Team that includes functional units and external agencies. Monitor and manage the progress of each multi-functional unit involved in the project delivery process. Identify project conflicts and issues in a timely manner and elevate if unable to resolve directly. Coordinate with the Planning Division to provide Project Management services to deliver the Project Initiation Documents (PIDs) within the approved scope and schedule.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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- 20% (E) Lead the development and continuously monitor and control project scope, schedules and costs (support and capital) and report timely and accurate project status information to District Management and external sponsors on a regular basis.

- 20% (E) Develop and manage project charters, risk management plans, communication plans and workplans through coordination with all participating Functional Managers and the Project Management Support Unit (PMSU). Ensure development of complete charters, risk management plans, communication plans and project workplans to the appropriate level of detail for all assigned projects. Monitor actual support costs against planned costs. The PM shall ensure that the scheduling is in accordance with or in advance of the State Transportation Improvement Plan (STIP), the State Highway Operation and Protection Program (SHOPP) and/or other programming document(s) if applicable.

- 15% (M) Utilize Project Management software and databases and coordinate with the PMSU staff to produce a wide variety of reports to control costs and schedules and to report on the status of projects.

- 5% (M) Ensure that the assigned projects are developed in conformance with applicable project development procedures.

- 5% (E) Serve as the single point of contact with Corporate Headquarters staff, Public Information Office, local agencies and the public for assigned projects.

- 5% (E) Participate in development of programs for funding of projects, process cost and schedule changes, and track programming changes throughout the project duration in accordance with Caltrans policies and practices.

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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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The PM is expected to achieve results through others while working in a matrix organization. While the PM does not directly supervise a staff in a conventional definition, he/she does direct a multi-disciplined team with various functional managers administratively supervise the individual team members. The PM is expected to negotiate and resolve conflicts with team members without escalating each issue to the functional manager. The position is designated to rank and file.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- The principles, processes and tools of project management and the Department's project development process to deliver quality projects on schedule and within budget.
- All the phases of transportation engineering and an understanding of the entire project development process. The understanding must include a sound technical knowledge of the requirements of other functional units involved in the project development process.
- The Capital Project Delivery Process and the policies and practices regulating the activities in each of the project phases (PID, Environmental, Design, Right of Way and Construction).

Ability to:

- Provide leadership necessary to develop and control project costs and schedules, and deliver projects through the use of multi-disciplinary teams, which include input from and consensus of, the public, local officials and fellow employees.
- Plan, prioritize and organize the work, and work effectively and efficiently with others to establish a common goal and achieve successful project delivery.
- Have a thorough understanding of the programming databases used by Caltrans. These include: Project Resource and Schedule Management (PRSM), California Transportation Investment Tool (CTIPs), FileMaker Pro, Excel and Project Management software in order to develop accurate workload cost and schedule projections.
- Possess good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners and that those projects are delivered meeting the needs of the community and traveling public.
- Spend time traveling to meet with local transportation partners in the locality of the projects, address elected officials and public and meet with Region Transportation Planning Agencies and Metropolitan Agencies.
- Must have the ability to work independently, effectively and efficiently to coordinate multiple assignments and tasks along with the ability to work under pressure.

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Skills to:

- Analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations and presentations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery and/or cost including capital outlay support costs. Failure to identify and resolve issues early or failure to coordinate and monitor the program with the functional units assigned to the project can result in an unacceptable project delay and/or a cost increase. This type of failure will lead to a lack of credibility with Regional and Corporate Headquarters functions, the California Transportation Commission, local agencies, and the public, thereby affecting Caltrans' ability to deliver its Capital program.

PUBLIC AND INTERNAL CONTACTS

The incumbent is required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. Incumbent may have daily contact with other public agencies and private individuals. May occasionally encounter hostile public and employee is expected to maintain a favorable public image for the State

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; manual dexterity.

Must be able to sit and/or stand for long duration and perform tasks utilizing a PC.

Requires occasional bending, stooping and kneeling.

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner

May be subject to and have the ability to handle irate public in a calm manner.

Ability to resolve emotionally charged issues reasonably and diplomatically.

Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

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Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

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, 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.

Most employees will work in workstations with cubicles. This is in close proximity to other co-workers. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

Employee may also be required to travel and occasionally conduct field reviews outdoors. This may require be exposed to dirt, noise, uneven surfaces and extreme heat or cold.

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