

## POSITION DUTY STATEMENT

PI0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Division of Program Project Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Project Coordination	901-200-3161 -xxx	11/02/2015

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:

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 by being innovative and flexible; 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.

Under the general direction of the Deputy District Director, Program/Project Management, a Supervising Transportation Engineer, the Office Chief for Project Coordination supervises and directs the activities of a staff of approximately six to seven employees in the performance of their duties.

The Office Chief is responsible for the development of recommendations for the District 1 Capital Outlay Support (COS) program, including the STIP, SHOPP, and Minor Programs. The Office Chief coordinates with other Functional Managers and Division Chiefs in the development of the STIP, SHOPP, 10-Year SHOPP, and Minor A and B Program offices. The incumbent processes Funds Requests and manages the Project Initiation Forms (PIF) process; coordinates with D1 Project Control with regard to project coding and budgets in AMS Advantage; activates Expenditure Authorizations (EA) for programmed phases; establishes project priorities in consultation with the District Director and Deputy District Directors; directs the Project Management Support Unit Manager, whose team manages the Project Resource and Scheduling Management (PRSM) tool, project close-out process, and PRSM implementation. Other typical duties as listed below;

## TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
25%	E	Provide supervision to a team of staff. Provide oversight to the following offices: Minor A and B Program; Project Programming; Project Management Support Unit (PMSU) via the PMSU Manager.
25%	E	Represent District 1 in tracking and reporting the status of projects under development in the STIP, SHOPP, 10-Year SHOPP, and Minor Program. Assist in the development and implementation of Project Risk Management, Asset Management, and PEER Oversight Project Management.
15%	E	Coordinate with HQ, the North Region, the public, and local officials with respect to issues and status of projects being developed by the North Region and District 1. Monitor Contract for Delivery (CFO) and Annual Delivery Plan (ADP) projects; oversee the Project Initiation process; coordinate Project Change Request (PCR) submissions; coordinate Funds Request submissions, California Transportation Committee (CTC) votes and Awards within 6-month deadline; assist Project Managers on programming issues related to scope, support and capital cost, and schedule; provide coverage for Single Focal Point (SFP).
15%	E	Assist SFP in developing recommended priorities for all projects in District 1 to facilitate programming and project delivery.
15%	E	Coordinate with District Director, Deputy Directors, Functional Program Managers, and HQ Program Advisors regarding for the STIP; SHOPP and Minor Programs.
5%	E	Process Project Initiation Forms for all District projects.

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

As a Registered Civil Engineer, provides general supervision and guidance to professional level engineers, a Staff Services Manager I, and Associate Governmental Program Analysts responsible for various functions within the jurisdictional responsibility of this position.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, maintenance and operation; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; project scheduling and resources; principles and techniques of personnel management and supervision; Department's Equal Employment Opportunity Program objectives: a supervisor's role in EEO, health and safety and labor relations programs and the processes available to meet their objectives.

Ability to plan and direct the *work* of others: analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively orally and in writing; effectively contribute to the Department's EEO objectives.

Must be able to effectively analyze overall engineering decisions as they apply to the District's goals with accuracy, perception, and legal application in areas of transportation-related needs, mandated requirements, solutions, cost feasibility, and budgetary compliance.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

In close coordination with other functional units of the District, Region and HQ Corporate, is responsible for a wide range of engineering effort. Mistakes and errors in judgment could severely hamper delivery schedules; potentially costing loss of state transportation funds and result in inappropriate solutions to transportation problems. The successful delivery of the District's Programs are critical in maintaining credibility with HQ corporate, Rural Transportation Planning Agencies (RTPA), the CTC, and Legislature.

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### PUBLIC AND INTERNAL CONTACTS

Frequent internal contact over the phone, via email, or in person required. Meets with Caltrans District, North Region and Headquarters staff and various other governmental entities impacted by projects upon which the incumbent will be working.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work independently, effectively, and efficiently to coordinate and prioritize multiple assignments and tasks. Must possess the ability to work well under pressure. Performing duties for this position requires regular punctual presence at the office site. Mental requirements may include sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

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### WORK ENVIRONMENT

The employee is required to sit for long periods of time using a keyboard and video display terminal. While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to field sites, other office buildings and work outdoors and may be exposed to dirt, noise, uneven surfaces, traffic conditions and/or extreme heat or cold.

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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)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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