

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer	OFFICE/BRANCH/SECTION District 3 – Program/Project Management	
WORKING TITLE Project Manager (Non-Supervisory)	POSITION NUMBER 903-100-3161-	EFFECTIVE DATE

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 Deputy District Director, Division of Program/Project Management (a Supervising Transportation Engineer), the incumbent is responsible for ensuring the delivery of all assigned projects within scope, cost, schedule, and resources. Incumbent is responsible for managing and facilitating the development and engineering administration of the project from inception through completion of the construction contract. These projects include those funded wholly or partially by local agency funds, developer funds, Statewide Transportation Improvement Program (STIP), State Highway Operational and Protection Program (SHOPP), storm damage, seismic projects, minors, and other Capital Outlay funded and Oversight projects. Incumbent will represent the Department at public hearings and other forums.

Possession of a valid Professional Engineering Certificate is required.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Plan, organize, coordinate, and control transportation projects utilizing appropriate tools and equipment for scope, schedule, and cost; managing both capital and support costs; and monitoring actual against planned costs. Consult with and advise District Management, and may act as their direct representative in major program areas at either private or public meetings.
25%	E	Assemble a project team of functional managers, local representatives, and permit agencies as appropriate, to ensure project completion on schedule, within budget, while maintaining the overall quality of the project. Lead the Project Development Team in developing Project Workplans for scope, schedule and cost. Manage and coordinate project internal and external activities. Obtain the services of all functional units by negotiating agreements with functional managers to meet project commitments.
20%	E	Maintain open communication and provide timely and accurate information about the project status to functional managers on a regular basis. Provide District management with timely and accurate information about the project status on a regular basis, including schedules and costs of project. Identify project conflicts and issues in a timely manner and elevate if unable to resolve directly. Request Management approval when changes are required on project scope, schedule and cost.
5%	M	Ensure that all reasonable alternatives are explored before requesting changes. When a change is required, thoroughly document the reasons for the change.

¹ESSENTIAL 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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have thorough knowledge of all phases of transportation engineering, including the project development

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process; funding and budgeting; and principles and techniques of project management. 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 decisions 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. The incumbent is directly accountable to the District Director.

PUBLIC AND INTERNAL CONTACTS

Interacts with Region, District, and Headquarters functional units, local and regional agencies, other State and Federal agencies, the media, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work under pressure and meet multiple deadlines.

WORK ENVIRONMENT

Will work in a climate-controlled office, under artificial lighting. May also be expected to work outside the office and may be exposed to various elements of weather, such as sun, wind, fog and rain. Must possess a valid driver's license.

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