

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, Supervisory	NR / Div of Eng / Office of NR Prog Mgmt & Engineering	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Design Branch Chief, Utility Engineering Workgroup (UEW)	903-200-3161-	

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 Office Chief, Office of North Region Program Management and Engineering, a Supervising Transportation Engineer, the incumbent supervises and directs the work of engineers and/or other professional staff of the Utility Engineering Workgroup (UEW), a project design unit, with a primary responsibility of preparing all the plans and engineering necessary to obtain utility certifications for all District 3 and other North Region projects. The UEW is also responsible for the production of plans, reports, specifications, and estimates of transportation improvement projects.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Supervises, plans, directs, reviews, and approves the preparation of utility base maps and conflict mapping, utility relocation quantities and estimates, high and low risk utility certifications, utility database support, studies and investigations associated with obtaining utility certification necessary for the delivery of all projects in North Region. Prepares written correspondence and technical reports. Coordinates positive utility location and underground utility location field marking. Processes longitudinal encroachment exceptions and positive location variances in accordance with Department policies and procedures.
25%	E	Supervises, plans, directs, and reviews the preparation of plan specifications and estimates, project reports, and project study reports for various types of transportation facilities including, but not limited to, freeway, expressway, and conventional highways. Team leader in coordinating group efforts. Ensures plan quality and constructability in compliance with the District Quality Management Plan (QMP) and all applicable Department policies, procedures, directives, and/or publications as appropriate.
20%	E	Coordinates with other Project Development Team (PDT) members, outside agencies, utility owners, R/W utility staff, and other functional units involved with project delivery and utility engineering support. Perform project management. Develop and manage resource estimates and schedules for use in project work plans. Perform task management for each assigned project. Prepares status reports, monitors project status, and attends meetings related to project delivery and functional support.
5%	M	Performs personnel evaluations, counseling, personnel staffing, staff training, holds regular staff meetings and quarterly safety meetings and administers the Progressive Discipline process in accordance with Department policy when necessary. Acts as mentor to rotational staff.

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

Incumbent directly provides supervision to a staff of approximately 8-12 Transportation Engineers, Transportation Engineering Technicians, Delineators, and other professional staff. Incumbent is assisted in this supervision through designating subordinates as lead workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires current registration as a Civil Engineer in the State of California and demands frequent exercise of professional engineering judgement.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Knowledge of all phases of transportation engineering, including transportation process and methods, systems planning, evaluation of alternatives and designs; factors which influence the impact of transportation facilities, the community, and economy; principles and techniques of personnel management and supervision.

Ability to plan, organize, and direct the work of others; analyze situations accurately and develop an effective course of action; relate to and work with interdisciplinary groups comprised of State staff, local staff, large segments of the public, and other personnel; make effective presentations; and prepare reports as required.

The incumbent must have the ability to identify and resolve issues and to persuasively negotiate agreements with various agencies and parties. The incumbent must have the ability to represent Caltrans' interests when coordinating with consultants, utility owners, Department staff, other State agency staff, the general public, and other stakeholders as necessary. Must understand and evaluate both the performance of consultants and the products they produce. The incumbent must possess excellent written and verbal skills to effectively communicate technical information reports, correspondence and meetings.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for Branch production of project studies and preparations of PS&Es for assigned projects. Errors could result in substantial delays of project completion which could cause an increase in project costs, loss of funds, and loss of credibility and good will for the Department or poor quality products leading to contract changes and construction claims.

Failure to properly identify, locate, and document utilities may result in various outcomes ranging from increased construction costs up to and including potential safety of life.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain a working relationship with other District and Region functions, consultants, and Headquarter's functions concerned with assigned work. In addition, the incumbent consults with community groups, governmental agencies, private industry, property owners, and the public as necessary. The incumbent also represents the Department as a subject expert at public appearances.

The incumbent must effectively communicate both orally and in writing with consultants, local agencies, and functional units in the Region, District, and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work effectively and efficiently with a team to coordinate multiple assignments and tasks. Must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems, develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making. Must possess the ability to supervise a diverse work group, provide specific direction to employees, and deal with sensitive employee issues including administering the Progressive Discipline Process including adverse actions.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work the majority of the time in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Travel to work sites, various District offices, external meetings, Caltrans Headquarters, and other locations will be necessary. Adverse weather conditions may be encountered while outside the office. Valid California Driver's License is required.

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

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
