

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	D3 / North Region Division of Engineering-Design South	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Branch Chief	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 of Design South (a Supervising Transportation Engineer), the incumbent supervises a Project Design branch which consists of multiple design engineers responsible for the production of project study reports, project reports, and contract plans for various types of transportation facilities including, but not limited to, freeway, expressway, and conventional highways. Incumbent is responsible for providing general direction, establishing work priorities, assigning projects, scheduling and assigning work, and managing assigned resources and workload to produce quality results in an efficient and qualitative manner.

Possession of a valid California PE license and one year Transportation Engineer (Civil) / Range D experience is required.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Direct, schedule, supervise, review and approve preparation of Plans, Specifications, and Estimates, project reports, project study reports, and coordinate and guide scope of technical studies of other functional units for assigned projects. Manage workload within the branch to ensure staff works efficiently and effectively. Perform Task Management responsibilities utilizing PRSM system.
30%	E	Attend and hold staff meetings, prepare status reports, monitor project status, prepare project Management reports, and attend meetings related to project delivery.
15%	E	Perform personnel evaluations, counseling, personnel staffing, quarterly Safety meetings, and other supervisory duties.
10%	E	Monitor special programs, which may develop. Prepare related correspondence and reports for same, in support of the office or division.
5%	M	Hold public hearings and informational meetings; make presentations at local and other governmental meetings, and give information to the news media.

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

Supervises technical engineering and administrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: the various phases of transportation engineering, including planning processes and methods, systems planning, construction methods and practices, construction contract administration, operations and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy.

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Ability to: understand construction contract plans, facilitate meetings, make effective presentations; prepare correspondence, and reports; communicate effectively both verbally and in writing; relate to and work with interdisciplinary project teams to identify and resolve project issues. Ability to maintain a professional working relationship across both Region and District functions, Headquarters personnel, outside agencies, and the construction contracting industry. In addition, the incumbent must be familiar, and comfortable with, office and field environments. Must be able to guide project teams to issue resolution and be able to build consensus within teams.

Analytical Requirements: analyze situations accurately, identify potential conflicts, and adopt an effective course of action; review project schedules and determine appropriate level and timing of review; recognize issues that are of a regional significance and implement an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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

PUBLIC AND INTERNAL CONTACTS

Contact with both Region and District functions, Headquarters personnel, outside agencies, and the construction contracting industry. Frequent telephone interaction is common.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to facilitate meetings across the North Region. Out of town travel will be necessary. The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be congenial and tactful when dealing with others while effectively accomplishing tasks.

WORK ENVIRONMENT

While in the office employees will work in a climate-controlled office under artificial lighting. Frequent telephone interaction is common. The incumbent will be working in both an office and field environment. As such the incumbent will be required to travel throughout the north region. The incumbent will also travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or 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)