

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE SENIOR TRANSPORTATION ENGINEER (SPECIALIST)	OFFICE/BRANCH/SECTION DISTRICT 6 – PROGRAM/PROJECT MANAGEMENT	
WORKING TITLE PROJECT MANAGER	POSITION NUMBER 906-100-3161-XXX	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 (Supervising Transportation Engineer), the Senior Transportation Engineer (specialist) serves as Project Manager responsible for managing and facilitating the development and engineering administration of the project from inception through construction completion and close-out. Incumbent ensures successful delivery of all assigned projects in accordance with the approved scope, on schedule, and within the programmed capital and support budgets. The incumbent provides reports and supports the Deputy District Director for projects that are in the State Transportation Improvement Program (STIP), State Highway Operational and Protection Program (SHOPP), storm damage, seismic projects, minors, locally funded, and other Capital Outlay funded projects.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Plans, organizes, coordinates, and controls transportation projects to manage scope, schedule, cost and risk. This includes utilizing Project Resource and Schedule Management (PRSM) application and other software and database packages to produce reports to monitor support cost, schedule, and progress of transportation projects. Manages both capital and support costs. Monitors and controls actual cost against planned annual and total programmed budget. Consults and advises District Management and serves as direct representative in major program areas at private, public, council or board meetings. Provides technical oversights and works closely with the Project Management Coordinators and other functional Delivery Managers to assure project delivery within project schedule, scope and budgeted resources, and departmental standards and practices.
25%	E	Assembles and direct a project team of functional managers, local representatives, and resource or permit agencies to ensure project completion is on schedule and within budget while maintaining the overall quality of the project. Leads the Project Development Team in developing Project Workplans for scope, schedule and cost. Manages and coordinates internal and external transportation engineering project activities. Obtains the services of functional units by negotiating agreements with functional managers to meet project commitments.
15%	E	Communicates and provides timely and accurate information about the project status to District management and functional managers on a regular basis. Identify project conflicts and issues in a timely manner and elevate if unable to resolve directly. Ensures that all reasonable alternatives are explored before requesting changes. When a change is required, the incumbent will thoroughly document the reasons for the change. Request Management approval when changes are required on project scope, schedule and cost.
10%	E	Ensures that the project is developed in conformance with the applicable project development procedures and process, and ensure the overall quality of assigned projects.
10%	M	Serves as the single point of contact to communicate the status of project progress and information as needed by District Management, Headquarters, and external stakeholders.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have thorough knowledge of all phases of the project development process, from initiation to environmental, design, right of way, construction and close-out; funding and budgeting; and principles and techniques of project management. The incumbent must analyze situations accurately and develop an effective course of action considering alternatives and risks. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally. The incumbent must have the ability to provide leadership necessary to develop and control project scope, schedule, and cost through the use of multi-disciplinary project development team (Task Management), which includes input from and consensus of, the public, local, and team members. Incumbent is expected to achieve results through others while working in a matrix organization.

Possession of a valid California PE license to establish and maintain employment is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must 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 project schedule slippage and/or cost increase. This type of failure will lead to distrust on the part of the Regional Districts, CTC, the local agencies, and other entities, and a lack of credibility concerning Caltrans' ability to deliver its program.

PUBLIC AND INTERNAL CONTACTS

The Incumbent will have full responsibility as the District's Management Representative for all meetings pertaining to project activities. This will require coordinating and communicating with local governmental agencies, other State agencies, and with the public. The incumbent will coordinate and advise the Program/Project Management Division Chief of all contacts and tentative schedules for public information meetings, public hearings and individual meetings with these entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee may be required to transport a laptop computer, portable printer, plans, specifications, or displays while on field visits. Employee may be subjected to high levels of stress related to project delays, costs and schedules. Incumbent must be able to resolve conflicts without escalating each issue to Management.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee may also be required to travel and occasionally conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, 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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE