

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer	OFFICE/BRANCH/SECTION Office of Design II, Project Development	
WORKING TITLE Senior Transportation Engineer	POSITION NUMBER 906-202-3161-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 direction of the Office of Design Chief, a Supervising TE, as a design manager, directs the operations of a Design Branch in Project Development that is responsible for a variety of major and minor highway improvement projects. The incumbent is responsible for the completion and delivery of all assigned projects. As the Design Oversight Senior and technical design representative, will supervise design quality reviews and coordinate any necessary internal functional unit involvement for all of Project Development efforts to deliver projects. Responsible for coordinating the services of Headquarters Structure Design, Office Engineer, Legal Department, and local agencies. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Provides in-depth comprehensive reviews of all technical documents such as Project Study Reports, Project Reports, design exceptions, Cooperative Agreements, and PS&E packages. Provides design oversight and quality assurance for a variety of major highway improvement projects, local and special funded projects and will be responsible for minor highway and safety related projects. Ensures that all documents are of a professional level and are in conformance with departmental policies. Provides technical advice and procedural guidance to subordinate engineering staff. Conducts field reviews of all projects and assists staff in identifying issues and problems that may affect project delivery and/or cost.
15%	E	Work with all appropriate functional units within the Central Region, other Districts and Headquarters to determine schedules and delivery of services. Ensures that all projects are delivered on time and within budget. Negotiate with the various functional units regarding product delivery schedules and resource allocations, when appropriate. Monitor and control all tasks closely to ensure timely delivery.
10%	E	Prepares and conducts performance appraisals, reviews and approves timesheets, overtime, leave time, and merit salary adjustments. Documents and takes corrective action against employees as appropriate. Provide accurate and timely reporting of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, safety reports, and overtime logs.
10%	E	Manages, coordinates, develops, and organizes project development programs and activities such as project status, quality teams, and training and development.
5%	E	Reviews resource allocations and workload schedules to determine appropriate staffing levels.
5%	M	Provides formal and informal training to assigned staff, and informs staff on departmental policies and procedures. Attend training courses, participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings.
5%	M	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.

ADA Notice

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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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Senior Transportation Engineer supervises staff responsible for the development of assigned transportation improvement projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent is expected to have extensive knowledge of all phases of engineering and departmental operations such as project management process, transportation planning process, economics, financing, environmental considerations, design procedures, and personnel management.

Ability to plan and direct work; analyze situations accurately and adopt an effective courses of action; and make effective presentations. Ability to prepare correspondence and reports is essential.

Incumbent must be able to apply sound engineering judgment in assessing extraordinary problems and situations encountered during the project development process where standard procedures are not applicable. This analytical ability is essential in maintaining a cost-effective approach to project management and design.

Communications through verbal, written, and electronic methods are essential in achieving tasks assigned.

In supervising assigned staff, the incumbent must be able to exercise independent judgment in making management and engineering decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made by the incumbent significantly impact the development of District transportation improvement projects and the District's ability to provide the public with timely improvements. Errors in judgment can expose the department to increased liability and affect the cost and schedule of improvement projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with departmental staff at Headquarters, Region and District levels including permits, local assistance, traffic, planning, maintenance, and administration, as well as other capital divisions. External contacts will include Federal government agencies, local governments, and other state agencies. Public and internal contacts are absolutely essential to successful performance of the duties described herein. Contacts may be made through formal or informal meetings, presentations, and written correspondences.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meetings.

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- May be subject to and have the ability to handle all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Additional hours may be required and vacation restricted during peak times and fiscal year-end closing.

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WORK ENVIRONMENT

The majority of the work performed will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Outdoor work to conduct project field reviews or collect project field data may occasionally be required. Fieldwork may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, heights, and moving vehicles/equipment.

Travel, one-day or overnight trips may occasionally be 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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE