

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SENIOR TRANSPORTATION ENGINEER, CALTRANS	D7/DIVISION OF OPERATIONS/OFFICE OF PERMITS	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
PERMIT PROJECT MANAGER	907-397-3161-	

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 of Permits Chief, incumbent is the Project Manager responsible for managing resources and delivering encroachment permits for traffic control, civil, electrical, landscape and special events. The project manager goal is to successfully deliver permit projects from the conceptual stage to the final inspection. Must Possess a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers. The Permit Project Manager is responsible for the following duties:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Responsible for supervising and directing transportation engineers by reviewing work of the area permit writers. Review correspondences and encroachment permits to ensure compliance to State policies, guidelines, standards and specifications. Actively participate in the delivery process. Provide direction for complex permit applications and resolve conflicts; chair meetings when necessary. Prepare correspondences responding to letters received from External Affairs.
30%	E	Responsible for supervising and provide guidance to the area permit, electrical and landscape inspectors to ensure public safety and mobility. Attend meetings to resolve conflicts and address public concerns. Organize and conduct safety meetings.
15%	E	Responsible for supervising and review work of the area permit counter staff in the District to ensure complete encroachment permit application packages have been received including the proper functional areas reviews.
10%	E	Manage the budget and resources of the unit. This includes reviewing allocations and expenditures; reporting production through various tools such as Traffic Incident Report Tracking System (TIRTS) and monthly Traffic Operations Management Information System (TOMIS) reports; updating the Earned Value Management (EVM) tool on a monthly basis; ensuring proper charging practices; taking corrective action as necessary to manage the unit's resources.
10%	E	Supervise, manage, and train staff. Provide direction in administering policy and following guidelines such as Workplace Violence, Sexual Harassment, & Equal Employment Opportunity. Monitor job performance of employees and conduct annual evaluations at a minimum through use of the Individual Development Plan (IDP) and employee Expectations memos. Manage unit workload to ensure staff are productive. Assess skills and needs of the unit to perform their jobs, including training and tools, and develop training plan for the unit.

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

Provides supervision to staff of 6 - 12, which may consist of Transportation Engineers, Engineering Technicians, Electrical Engineers, and Landscape Engineers.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of the Encroachment Permit Manual. Knowledge of project development process, design standards, hydraulics, right of way, environmental requirements, traffic operations, construction and maintenance practice. The individual must be able to work with computers to manage the work and assist in managing the program.

The incumbent must have the ability to analyze situations and take appropriate and effective action. This position requires the ability to exercise good judgment; the ability to make fair and equitable decisions in a timely manner while under pressure; and the ability to represent the State in working with staff, consultants, contractors, the public and the local agencies.

The incumbent must be able to communicate verbally and in writing effectively. The individual needs to work cooperatively with others as an interdisciplinary team member. The individual must establish and maintain good working relations with staff, Caltrans functional units, Headquarters, local agencies, property owners, consultants and contractors.

The individual must be able to supervise and provide guidance to the staff. The individual needs to know personnel policies. The individual must be effective in implementing policies and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer must use sound professional judgment to ensure proper decisions affecting work under his/her responsibility. Must make sound and timely decisions relating to the development and implementation of the Departments permit requirements. Decisions not properly made or coordinated with Headquarters, other Districts and various partners (local/regional agencies) could result in a delay of project's delivery resulting in a loss of funding, increased congestion and potential litigation. Additionally, it would impact the District's ability to meet the goals of improving mobility and safety of the State system and to effectively move people, goods and services with a minimum of congestion and delay.

PUBLIC AND INTERNAL CONTACTS

Participation in meetings and interaction with state, regional and local agencies, the private sector, elected officials and the public concerning the scope and content on specific projects (encroachment permit).

Frequent contact and close coordination with the other offices within the Division of Operations and with the Division of Construction, Design, Maintenance and Legal, to provide permit views to assist in making proper and sound decisions. Intermittent contact with local agencies such as cities and counties; private sector parties such as consultants, community groups, private citizens. These contacts will be verbal or written, as needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have ability to work on a keyboard and stand or sit for a long period of time; must have the ability to focus for long periods of time; must have the ability to travel to work sites away from the office.

Must be able to develop and maintain cooperative working relationships.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time.

Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

May be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

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

May be required to travel and work out doors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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May be required to travel in-state and possibly out-of-state.

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