

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer Caltrans	OFFICE/BRANCH/SECTION District 8 – Project Management	
WORKING TITLE Project Manager - Senior Specialist	POSITION NUMBER 908-200-3061-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 an Area Manager in Program/Project Management, a Supervising Transportation Engineer, the Senior Project Manager directs and is responsible for the successful completion of assigned projects. Responsible for delivery of those projects on time, within programmed funding, and according to approved scope. The Senior Project Manager will assume the responsibility as the Single Hat Project Manager for projects that are in the Project Initiation Phase and (but not limited to) programmed projects on the State Transportation Improvement Program (STIP), the State Highway Operation and Protection Program (SHOPP), District Minor Program, Locally Funded Projects, and Special Funded Projects.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
55% E	Plans, organizes, coordinates, and controls transportation projects utilizing appropriate tools and equipment. Consults with and advises District management and may act as their direct representative in major program areas at either private or public meetings. Reviews proposed transportation projects and oversees approved projects managed by others. The Project Manager's role on these assignments is to assure management that projects are being prepared according to scope, and that the monies requested are for cost effective solutions and are adequate for the intended scope. The Project Manager sees that schedules are realistic and well planned. The Project Manager should assess whether the Project Development Team (PDT) possesses the necessary skills and experience required to achieve the project's goals and elevate to management as necessary. Develops and Manages charters, workplans, risk management plans, communication plan, quality plans. Plans and leads the following meetings PDT, Scoping, Workplan Development, Constructability Review, and Close Out. Manages Capital and Support Costs to ensure expenditures are within budget and progress commensurate with expenditures using Earned Value methodology. Updates Project Fact Sheets on a weekly basis.
45% E	Works closely with the Program Management Office Chief and the Advanced Planning Office Chief to establish a clear project scope which forms the basis for estimating, scheduling, cost control, and general project coordination. Allocates resources, prioritizes work on assigned tasks in light of their importance. Negotiates work priorities and resources with functional managers. Resolves project conflicts and issues that may arise and elevates if unable to resolve directly.

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

This position carries no supervisory responsibilities. The Project Manager is expected to achieve results through others while working in a matrix organization. While the Project Manager does not directly supervise a staff in the conventional definition, he/she does direct a multi-disciplined team where the individual team members are administratively supervised by various functional managers. The Project Manager is expected to resolve conflicts without escalating each issue to the functional supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the various phases and functional responsibilities of project delivery; the missions, goals, laws, and rules to be implemented by the Department and the principles of project management.
Ability to plan and direct the work of others; analyze situations and adopt an effective course of action; and communicate effectively orally and in writing.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the management of assigned projects. Incumbent is also responsible for decisions relating to the delivery of their Program's projects, including but not limited to, the final decision of A) Assignment of resources, B) Compliance with Program policies, C) Direction of project studies and alternatives, D) Resolution of project scope issues and E) Establishing and maintaining project schedules. In dealing with the public and other agencies, frequently makes commitments on behalf of the Department. Poor judgment may unnecessarily delay projects, increase engineering and construction costs, and result in poor work quality and mismanagement of public monies.

PUBLIC AND INTERNAL CONTACTS

Incumbent develops and maintains partnerships between district functions, with federal agencies, other state agencies, local governments (and contractors); responds to local community concerns and general public issues; and speaks in public on the effects of current transportation projects as they relate to transportation matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work on a keyboard; manual dexterity; sitting for long periods.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. May occasionally take field trips to the project site where knowledge of roadside safety is critical and hard hats & vest must be worn.

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