

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SR. TRANSPORTATION ENGINEER, CT Supervisor	08-607 Mtce Engineering Design Group South (EFIS 2343)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
SR. TRANSPORTATION ENGINEER	908-607-3161-918	

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 for Maintenance, Career Executive Assignment, the Senior Transportation Engineer, acting as the Maintenance Engineering Design Branch Manager, will supervise, plan, organize, provide on-the-job training, and direct the work of a staff of registered and non-registered civil engineers performing highway design work for the Maintenance Division. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
70%	E	Guides and directs engineering staff involved in the design of Major Maintenance Program projects. Assign work to staff and provide training and guidance related to the proper use of standards, guidance, and project development policies and procedures. Oversees daily work and reviews work for adherence to Caltrans design standards, advises on the more complex engineering problems, consults and negotiates with other units on programming and funding issues.
20%	E	Guides and directs engineering staff involved in design of projects for the short turn-around projects using a combination of Capital and Maintenance funds. Reviews engineering work for adherence to Caltrans standards, and advises on the more complex engineering problems. Provides career development, performance appraisals and recommendations for merit salary adjustments and disciplinary actions.
10%	M	Guides and directs engineering staff involved in design of projects for repair, remediation, or reconstruction of disaster damage. Coordinates and consults with the District Disaster Coordinator and their staff regarding recommended projects and reviews engineering work for adherence to Caltrans standards.

<sup>1</sup>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 incumbent provides first-line supervision for a staff of registered and non-registered civil engineers and transportation engineering technician/s.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have knowledge of various phases of transportation engineering, including planning processes and methods, systems planning, and evaluation of alternatives. Must have knowledge of Caltrans facilities and their location, design, construction, operation and maintenance. Requires knowledge of transportation economics and financing; project management concepts; and factors that influence the impact of transportation facilities on the environment, the community, and the economy. Requires knowledge of the principles and techniques of personnel management and supervision; a supervisor's role in affirmative action, health and safety; and OSHA Specifications and Construction Safety Orders.

The incumbent must have the ability to plan and direct the work of others, establish and maintain cooperative working relationships, apply the principles of effective personnel management and supervision, and delegate work assignments. Requires the ability to accurately analyze, evaluate and present ideas and information effectively, both orally and in writing; analyze situations and formulate viable solutions to complex operational and administrative problems.

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Requires possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires independent judgment and decision-making. An error in judgment could result in loss or delay of necessary programs for maintenance and rehabilitation of state transportation facilities, improper or inefficient methods of maintenance and rehabilitation, needed work being overlooked, or resources committed to less important projects. Poor decisions or actions could have broad implications involving employee morale, safety of employees and the public, and monetary loss. Responses and decisions in error could result in major citizen concerns and lawsuits against the state.

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## PUBLIC AND INTERNAL CONTACTS

Position has daily contact with other units throughout Caltrans, coordinating work and exchanging engineering data. Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives, private developers and concerned citizens. May be called upon to testify as defense or expert witness for the Department in legal proceedings where the appropriateness of design decisions is an issue.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods while working in office or attending/conducting meetings. Must be articulate and be willing and able to conduct meetings and address large audiences of varying responsibilities. Must show tact when dealing with highly sensitive and emotionally charged issues, and deal effectively with pressures of deadlines and maintain focus. The incumbent is expected to travel extensively, both within the District and throughout the state.

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## WORK ENVIRONMENT

Primary assignment is in an environmentally controlled office with artificial lighting. Will work extensively with a personal computer, using a keyboard, mouse and monitor. Field reviews of project locations will be required on a regular basis. The incumbent must be aware of and comply with all departmental safety requirements at all times.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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