STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SENIOR TRANSPORTATION ENGINEER	Pre-Programming/Engineering Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
SENIOR TRANSPORTATION ENGINEER	908-804-3161-XXX	

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 Deputy District Director of Planning, the Senior Transportation Engineer assigns and supervises the preparation, formulation, coordination, and review of transportation related engineering studies and reports.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Supervises the preparation of Project Study Reports (PSRs); including plans, narrative, cross-sections, and cost estimates of sufficient detail to determine project scope, schedule, cost, and the type and quantity of materials needed for various State highway improvement projects.
20%	E	Reviews and makes decisions relating to difficult technical and administrative problems. Makes engineering decisions regarding engineering concepts and plans for construction on or affecting the State Highway System. Reviews various agreements, reports of meetings, and various special transportation related studies. Writes correspondence concerning these and other transportation related issues. Consults with and advises other public agencies on Caltrans' policies and procedures regarding the project development process.
10%	E	Supervises the review and oversight of Project Study Reports (PSRs), conceptual studies, plans, and estimates prepared by public agencies, developers, and consultants that impact State highway facilities, or that require construction within Caltrans' right-of-way.
10%	E	Supervises preparation of conceptual studies for projects on State highways; including feasibility of suggested operational, capacity, and aesthetic design improvements on new and existing State highways.
10%	M	Represents Caltrans District 8 at various formal and informal meetings with representatives from other public agencies, elected officials, consulting firms, and the public.

[1]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

Provides first-line supervision for a staff of engineering personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge and abilities of various phases of transportation engineering; the mission, goals, laws, and rules implemented by the Department; principles of personnel management and supervision; and a supervisor's role in meeting the objectives of the Department's Equal Employment Opportunity, Health and Safety, and Labor Relations programs. Ability to plan and direct the work of others; analyze situations and adopt an effective course of action; communicate effectively orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making accurate calculations and preparation of draft plans, specifications and estimates. Errors in judgment or preparation could result in delay of project delivery and/or increased project cost.

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PUBLIC AND INTERNAL CONTACTS

Interacts daily with all levels within the Department and frequently represents the Department in contacts with other agencies and the public. Presents and prepares data of a general and technical nature at public meetings and hearings to governmental representatives, developers, and concerned citizens. May be called upon to testify as an expert witness for the Department in legal proceedings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires; sufficient manual dexterity to operate a computer keyboard; the ability to sit for long periods; the ability to develop and maintain cooperative relationships; the ability to focus on difficult tasks for long periods of time. Must have the ability to multi-task, to adapt to changes in priorities, and to complete tasks or projects on short notice;

The Division requires interaction with many people. It is important that employees work with others in a cooperative manner; adjust rapidly to new situations, which warrant attention and resolution; behave in a fair and ethical manner toward others; and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at his/her base of operation, employee will work in a climate-controlled office under artificial light. Employee may work at workstations within shared cubicles. Employee may be required to travel.

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