

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	District 11/ Maintenance Engineering Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Maintenance Engineering	911-243-3161-005	

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 of Maintenance, the Senior Transportation Engineer provides complex engineering support for the District 11 Maintenance Division. Incumbent serves as the Project and Design Manager for all Major Maintenance and Minor projects developed throughout the Maintenance Division. Develops and maintains work plans, evaluates project needs, collaborates with Program Managers and manages Engineering staff.

Must possess a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers. After two years in this assignment, the incumbent may be rotated to another position within the same classification within the District.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Incumbent serves as the Project and Design Manager for all Major Maintenance and Minor projects developed in the Maintenance Division. Directs engineering staff in the preparation of Project Initiation Documents, Project Reports, Plan Specifications and Estimates (PS&E), and Design Exceptions for Major Maintenance and Minor Projects. Establishes and maintains work plans which include developing and tracking project scope, costs, and schedules using various projects management tools.
20%	E	Directs engineering staff in evaluating and investigating project needs for projects meeting the Major Maintenance Program criteria and develops the yearly 5-Year Major Maintenance Plan for the Highway Maintenance Programs (HM- 1, HM-2, HM-3, HM-4 and HM-5). Collaborates with Headquarters Program Managers to obtain funding maintenance and State Highway Operation and Protection Program (SHOPP) projects.
15%	E	Directs engineering staff in evaluating and investigating project needs for projects meeting the Minor Program criteria and develops the yearly list of Minor A projects and Minor A/Minor B program split.
5%	E	Directs and guides staff in the preparation of Maintenance agreements and in ensuring that project development documents (Project Study Reports, Project Reports, Environmental Documents, PS&E packages, etc.) are reviewed for maintainability.
5%	E	Identifies training and equipment needs and develops training plans for assigned staff. Provides career development, performance appraisals, and recommendations for merit salary adjustments and disciplinary actions. Maintains proper time charging practices, approves time reporting sheets, and provides a communication link between Executive Management and assigned staff.
15%	M	Responsible for storm damage restoration, emergency contracts, Day Labor coordination, field engineering support, and coordination between maintenance and other programs.

<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 employee works in a first line supervisor role with direct supervision over the Maintenance Engineering staff. The employee is responsible for assigning duties, training and monitoring performance of Transportation Engineers or Transportation Engineer Technicians in the section .

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and techniques of personnel management and supervision; Department's Equal Employment Opportunity objectives; a supervisor's role in the equal employment opportunity, health and safety and labor relations programs and the processes available to meet their objectives. Due to the complexity of transportation facilities, a general knowledge of Caltrans project development procedures, standards, policies and practices are essential. Most projects will be related to maintenance activities. A general knowledge of typical maintenance procedures and requirements for roadways, roadside, bridges maintenance facilities, and truck inspection facilities is preferred. Must have the ability to collaborate with field maintenance staff to assess pavement conditions and recommend appropriate pavement preservation and pavement rehabilitation strategies. Should have a general knowledge of the Maintenance budget and the different project funding types. Each project is unique and requires considerable analytical ability. Projects may involve geometrics, traffic operations, hydraulics, geotechnical, environmental, construction, maintenance, planning, budget, and safety related issues. General analysis of these and other project related aspects are required. The employee must possess a broad knowledge of personal computer applications such as word processors, spread sheets and databases. Effective verbal and written communication skills are desirable. Must be able to plan and direct the work of others within a team environment. Ability to analyze situations accurately and adopt an effective course of action; make effective presentations and prepare correspondence and reports.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee may be expected to sign and stamp project plans and technical documents. His/Her decisions made during the project development process will have a direct impact on the quality of the final transportation facility. Errors could be detrimental to Program objectives and District time schedules.

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## PUBLIC AND INTERNAL CONTACTS

Contacts may be made with other District Divisions within Caltrans and occasionally with external contacts such as other State and local entities.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may be required to move large or cumbersome plans and diagrams from one location to another. Occasional trips to areas adjacent to or near road ways and freeways will be required. The employee may be required to walk up or down steep slopes and/or thick vegetation. The employee is responsible for adhering to the time constraints of task schedules as agreed to with the Deputy District Director for Maintenance. Possession of a valid California Driver's License is required to operate a State vehicle.

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## WORK ENVIRONMENT

While at their base of operation, employees work in a climate-controlled office under artificial lighting. Employees also periodically be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and proximity to high-speed traffic or temperature extremes. Occasionally some work may need to be performed at night.

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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)

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DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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