

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Div of Planning & Local Assist/Adv Plng-Project Studies	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	912-840-3161-	

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 direction of the Deputy District Director of Planning and Local Assistance, the Senior Transportation Engineer supervises engineers and others engaged in transportation development activities; assigns and supervises the preparation, formulation, coordination, and review of transportation related engineering studies and reports. The incumbent gives direction, provide technical support and manages project schedules and Project Initiation Document Workplans. The incumbent also participates, as needed, in District and Statewide initiatives related to programming, engineering, project development, and planning activities.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Supervises the preparation of Project Initiation Documents (PIDs); including plans, narrative, cross-sections, and cost estimates of sufficient detail to determine Purpose and Need, project scope, schedule, cost and the type and quantity of materials needed for various State highway improvement projects.
		Supervises the preparation of conceptual studies for projects on State highways; including Managed Lanes feasibility studies of suggested operational, capacity, and aesthetic design improvements on new and existing State highways.
20%	E	Supervises the review and oversight of PIDs, conceptual studies, Managed Lanes feasibility studies, plans and estimates prepared by public agencies, developers, and consultants that impact State highway facilities, or that requires construction within Caltran's right-of-way.
15%	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 Co-op agreements, reports, and 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 our Planning and project development process.
15%	E	Gives direction and manages project schedules and PID workplans.
10%	M	Represents Caltrans District 12 at various formal and informal meetings with representatives from other public agencies, elected officials, consulting firms, and the public.
5%	M	Participates, as needed, in District and statewide initiatives related to pre-programming, engineering, project development, and planning activities.

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

Supervises the work of seven staff.

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

The Advance Planning-Project Studies branch chief must have a thorough knowledge of, and commitment to, the Department's mission, vision, policies, and major transportation programs.

Must have knowledge of phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance.

Must have knowledge of transportation economics and financing, project management concepts and the factors which influence the impact of transportation facilities on the environment, the community and the environment.

Must have knowledge of principles and techniques of personnel management and supervision and the supervisor's role in health and safety and labor relations programs and the processes available to meet their objectives.

The incumbent must have the ability to: plan and direct the work of others, analyze situations accurately and adopt an effective course of action, make effective presentations, prepare correspondence and reports, communicate effectively, and effectively contribute to the Department's Equal Employment Opportunity objectives.

Must possess California Professional Engineering registration.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Mismanagement of the 40.50 program or the development of a Project Initiation Document (PID) that is not properly scoped could result in a loss of projects and/or funding to the District's State Transportation Improvement Program (STIP) and State Highway Operation and Protection Program (SHOPP). The Department's standing with other agencies, elected officials and the general public would suffer as a result. Additionally, benefits to the public and support for Departmental efforts could be adversely impacted or lost.

PUBLIC AND INTERNAL CONTACTS

The incumbent may represent Caltrans in conferences with other governmental agencies and the public. Responds to inquiries regarding technical and managerial aspects of work. May be called upon to testify for the Department as a defense witness or expert witness in legal proceedings, when appropriate, on the fields of engineering, planning, and design.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include sustained mental activity, analysis, and reasoning for problem solving, report writing, and plan preparation. Must have the ability to handle multiple projects at the same time while carefully and accurately following instructions. The incumbent must manage his/her time to respond to the needs of each project in a timely manner. The incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses.

Must be mentally and emotionally stable to represent the department and interact with staff.

WORK ENVIRONMENT

The work environment is typically a climate-controlled office. The incumbent may sit for long periods of time while using a keyboard and video display terminal. There are ADA-compliant restrooms on the same floor as the office and a cafeteria within the office complex. There are elevators that can transport the incumbent to all floors of the office complex. The workspace is equipped with a phone, computer, and access to a printer, copier, and scanner. Occasional travel may be required. The incumbent will be required to attend meetings or training in other State facilities. The incumbent may be part of a two or more person team to perform field inspections during K-phase and will be exposed to fast-moving traffic, dirt, noise, uneven surfaces, and extreme hot or cold weather.

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)

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