

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer	OFFICE/BRANCH/SECTION D12/Div.of Ops/Truck Svc/SHOPP/Ops-Capital Resource	
WORKING TITLE Chief, Office of Truck Svc/SHOPP/Ops-Capital Resources	POSITION NUMBER	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 guidelines set by the Chief, Office of Truck Services (HQs' Division of Traffic Operations), this position is responsible for effective communication between the individual district functions and the Office of Truck Services. The Truck Service Manager ensures that all changes to the highway system, which impact commercial vehicles and transportation permits, are identified, communicated, incorporated and accurately maintained. This information is gleaned from and occurs during the design of projects, their construction, and ongoing maintenance.

As the District SHOPP Manager, this position is responsible for managing the initiation and allocation of SHOPP projects in District 12. The manager ensures that all programs meet SHOPP targets and initiate projects accordingly. He/she ensures accurate communication between HQ programs managers and advisors. The manager tracks district projects from initiation through programming phase to ensure successful delivery.

The manager ensures resources are identified for all District capital projects that require support from the Division of Operations. Ensures communication between Project managers, Project Engineers, Resident Engineers, and Operation Branch Chiefs is effective to efficiently deliver support products and services for Capital Projects. Tracks allocation and compares with expenditure at the project level. Notifies appropriate senior level managers of discrepancies or issues on projects on a monthly basis. Monthly notify DDD of Operations of Capital Program Support status and issues.

The incumbent receives direct supervision and general guidance from the Deputy District Director of Operations. Receives commercial vehicle policy direction, general guidance, and training from the Chief, Office of Truck Services, in Headquarters Division of Traffic Operations involving policies, operational and procedural concerns as they relate to legal and extralegal vehicles and loads. Works closely with HQ SHOPP managers and District Project Managers.

TYPICAL DUTIES:

Percentage		Job Description
25%	E	Manage project initiations for District 12 SHOPP projects and act as liaison between District 12 and Headquarter functions to propose and initiate SHOPP projects. Lead and direct staff to evaluate and gather hours needed by branches/functions within the Division of Operations on proposed SHOPP projects. Work with District SHOPP coordinators to ensure District projects are included in annual submittal. Follow up with HQ SHOPP program to resolve discrepancies between resources requested versus allocated. Monitor changes in SHOPP and Capital Programs and evaluate possible impacts to D12.
20%	E	Manage capital resources for the D12 Division of Operations to ensure appropriate allocation and distribution. Provide capital allocation to all branches within D12 Division of Operations at the project level. Track allocation and expenditures at the project level. Notify appropriate staff of discrepancies on projects on a monthly basis. Provide monthly updates to the DDD of Operations.
20%	E	Supervise, manage, and train staff. Provide direction, administer Department policy and guidelines to direct reports. Set expectation and monitor employee job performance and conduct evaluations. Distribute workload to ensure balance and efficiency. Assess skills and needs and provide training and tools as necessary.

ADA Notice

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and in writing.

Must have knowledge of the basic principles of traffic engineering, application of bridge classification to vehicle load, technical knowledge of commercial vehicle operations and Transportation Permits Program, a Caltrans Traffic Operations Program policies, procedures & programs.

Must have working knowledge of Windows, Microsoft Access, Excel and Word.

Commercial vehicle operations and Transportation Permits program are becoming more and more complex as larger and heavier trucks and loads are being transported. A considerable degree of analytical ability is required in order to address the needs of the trucking industry for the safe and efficient movement of goods on the State Highway System. The incumbent must analyze situations, recognize when applicants are attempting to circumvent commercial vehicle laws and/or permit requirements, and take appropriate action.

Must have the ability to analyze and resolve problems and be able to adopt an effective course of action to highly technical and political sensitive issues.

Must have the ability to plan and direct the work of others; evaluate work quality and performance; prepare technical correspondence and complete comprehensive reports; analyze situations accurately and adopt an effective course of action; communicate effectively.

This position requires interpretation of engineering data acquired from various sources. The incumbent must be capable of recognizing potential problems and providing solutions to eliminate/reduce safety problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer must use sound professional judgment to ensure proper decisions affecting work under his/her responsibility. Must make sound and timely decisions relating to the development and implementation of the Departments Trucking Program, SHOPP program and Capital resource for Division of Operations. Decisions not properly made or coordinated with Headquarters, other Districts and various partners (local/regional agencies) could result in a delay of project's delivery resulting in a loss of funding, increased congestion and potential litigation. Additionally, it would impact the District's ability to meet the goals of improving mobility and safety of the State system and to effectively move people, goods and services with a minimum of congestion and delay.

State's economy is dependent on safe and efficient transportation of goods by trucks and large vehicle combinations. These vehicles require special considerations that must be observed when planning, designing, constructing and maintaining the State Highway System. Not addressing these considerations may impact the ability of commercial vehicles to safely and efficiently deliver their goods to their destination.

All permit loads are routed according to the oversize features, such as height, width, length, weight, and speed. The Safety Manager needs proper support from various programs as the traveling public's safety can be adversely impacted by the erroneous routing of an oversize load. Also, claims against the State could be made.

Not properly representing the Office of Truck Services can create conflict in policy being received and given out with the customers being caught between government agencies and conflicting policies.

PUBLIC AND INTERNAL CONTACTS

Participation in meetings and interaction with federal, state, regional and local agencies, the private sector, elected officials and the public concerning the scope and content of the transportation programs and specific projects and programs in the corridor/s. Occasionally speaks in public on transportation matters pertaining to Departmental projects, programs & issues related to traffic system performance and safety.

Frequent contact and close coordination with the other offices within the Division of Operations and with the Division of Construction, Design, Maintenance and Legal, to provide and/or obtain relevant information to assist in making proper and round decisions. Intermittent contact with local agencies such as cities and counties; private sector parties such as consultants, community groups, private citizens. These contacts will be verbal or written, as needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have ability to work on a keyboard and stand or sit for a long period of time; must have the ability to focus for long

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- 15% E Develop and revise the Work Breakdown Structure (WBS) activities related to the job requirements of the Truck Services Manager. This includes project development phases of planning, design, construction, all programming, and design documents impacting extra-legal load. Coordinate goods movement and Route Classification planning activities in the district. Promote efforts to preserve and enhance routes used by commercial vehicles and extralegal loads. Participate in Project Development Team meetings for truck related issues. Ensure staff archives transaction records of trucking issues; reviews and analyzes legislation, city ordinances; laws that may impact goods movements on the State Highway System. Participate in development and upgrades to existing and future weigh stations, and weigh-in Motion (WIM) facilities in the district. Work closely with Program Advisors in HQ to ensure Transportation Permits Bridge requirements are met based on vertical clearance of the bridges. Work on prioritizing the low bridge vertical clearance early warning sign implementation, as well as vertical clearance signs. Work toward preserving the integrity of Extra Legal Load Network (ELLN) within the district.
- 10% E Establish and ensure close communication between the Office Truck Services, the Regional Permit Offices, and other functional units, including Planning, Programming, Project Development, Construction, Maintenance, Traffic Operations and Transportation Management Centers (TMC). Establish and maintain contact with District Traffic Managers, Project managers, Resident Engineers, Maintenance personnel, Traffic Operations' Encroachment Permit staff, and TMC personnel. Incumbent is responsible for ensuring data on temporary and permanent changes of the highway system. Ensure the routing of extralegal loads or designation as part of the National Network is accurate and up to date; and is communicated to required permit offices and/or justifications. He/she is responsible for developing and maintaining a database system for communicating the changes of the highway system. Addresses issues for Transportation Permits clients, as well as public inquiries from the trucking industry and from enforcement agencies. Works closely with advisors in HQ, districts, and regions to communicate interests of the trucking industry.
- 5% E Make presentations on Transportation Permits and commercial vehicle operations to internal and external customers. Organize trainings for District Project Managers, Construction Resident Engineer, Maintenance, Traffic Operations, Traffic Management Centers, and local agencies, on commercial vehicle, Transportation permits policies/procedures, trucking issues, and extralegal loads. Provides training to local jurisdiction's Transportation Permit personnel. Provide assistance to the Regional Manager for investigations involving structures. Provide advice to District executive management on truck-related policies and issues.
- 5% M Represent the Department in local Industry Safety and other related meetings. Attends Resident Engineer's pre-meetings on large projects. Coordinate with trucking industry to obtain input and initiate major project improvements, minor stripping/signing projects, and other miscellaneous minor projects for improved trucking route. Assist District safety teams with investigation where safety criteria indicate an operational problem may exist for commercial and permit vehicles. This may include the review of approved District safety reports as well as research of "as built" data.

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

Provides supervision to a squad of Transportation Engineers/Engineering Technicians. Supervises a multi-disciplinary team of Transportation Engineer Civil, Transportation Engineer Electrical and engineering technicians. May provide indirect supervision over temporary help staff and student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires a thorough knowledge of the project development process, commercial vehicle operations issues and concerns as well as knowledge of transportation permits policy and procedures. Broad knowledge of heavy hauling equipment and heavy construction equipment is desirable. Must be able to meet with the public and communicate effectively both orally

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period of time; must have the ability to travel to work sites away from the office.

Must be able to develop and maintain cooperative working relationships.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time.

Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

May be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

May be required to travel and work out doors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

May be required to travel in-state and possibly out-of-state

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
