STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

31-6-036

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Central Region Project Development/Design Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Design Manager	931-204-3161	

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 general direction a Supervising Transportation Engineer, the Senior Transportation Engineer performs as a Design Manager (DM) and Task Manager (TM) for design activities. The incumbent may also serve as a dual hat Project Manager (PM) on some types of projects and over sight consultant contracts. The incumbent will be responsible for the management of project delivery tasks and coordination with all District functions, Headquarters Structure Design, Central Region Engineering Services, Legal Department, and local agencies. The incumbent shall monitor and control all tasks closely to ensure timely delivery. Registration as a Professional Engineer is required for this position.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Directs and supervises design staff in the preparation of project Plans, Specifications, and Estimates (PS&E), Project Reports, Project Initiation Documents, Design Exception Fact Sheets and other technical studies and documents for transportation projects. Assigns projects/tasks to staff; and negotiates, prepares, and maintains work agreements/plans with Project and Functional Managers for establishing the project budget and schedule for design activities. Provides guidance to staff related to the proper use of design standards, policies, procedures and practices to develop a high quality project; as well as proper time charging and accountability for meeting project schedules and budgets.
25%	E	As Project Task Manager for design activities (0 and 1-phase design work), coordinates project activities and deliverables with other functional branches and the respective Functional Managers (FM) to ensure that the work products are provided on schedule and within the budget from the functional branch for the project.
20%	E	As Design Manager and/or Project Manager for assigned projects, serves as the design point of contact for project inquires from other agencies, consultants, and the general public. Directs staff in oversight activities for consultant work, and directs staff in route management activities on assigned routes for the review of encroachment permits, planning documents, traffic studies, tentative maps, CPRA requests, project discovery, and other documents as they relate to existing and future Caltrans facilities.
20%	E	As a supervisor of design staff, provides active feedback to employees on performance appraisals, and takes timely action on disciplinary matters. Ensures that all staff are aware of and follow the Districts/Division's Letter of Expectations (LOE), Department Policies, and Directives. Prepares annual Individual Development Plans (IDP's) with all employees, and works directly with them on training plans, career development, and equipment needs; as well as fostering a team oriented/ innovative work environment that is accountable for their work. Maintains proper and timely project charging practices, and provides a communication link between staff and Executive Management.
5%	M	Provides input on District training needs, and participates in formal and informal training. Participates in internal and external teams, committees, public outreach activities, presentations, and events.

[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

The Senior Transportation Engineer supervises staff responsible for the development of assigned transportation improvement projects. In supervising assigned staff, the incumbent must be able to exercise independent judgment in

making management and engineering decisions. The Design Manager is also responsible to provide career development, performance appraisals, and recommendations for merit salary adjustments of staff; and timely action in disciplinary matters.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

* Each project is unique and requires considerable analytical ability. Projects may involve funding and political issues, and analysis of design, environmental, construction, maintenance, planning, safety and project risk assessments.

* The incumbent is required to analyze projects for consistent application of standards and the viability of products developed by the assigned staff. A thorough knowledge of project development procedures, standards, policies, and practices is essential. A knowledge of Roadway Design Software such as Civil 3D is also required.

* Effective analysis of potential project delays and development of corrective plans of action is required. The incumbent must analyze staffing relationships and resource needs in order to complete the assigned projects.

* The incumbent must have the ability to track project schedules and costs. The incumbent should also have a general understanding of personal computer applications including databases such as PRSM, word processing, spreadsheet, and communication software.

* The incumbent must have a thorough knowledge of various phases and background in transportation engineering including knowledge of the following processes: transportation planning, project development, environmental, right of way, design, maintenance, and construction.

* The incumbent must also have effective interpersonal skills and the ability to coordinate staff in a safe and cooperative environment. Knowledge of Equal Opportunity policies and effective supervision is required. The abilities to organize and motivate an effective team, negotiate, resolve conflicts, and communicate verbally and in writing are also essential. May also be required to gather information and present the basis for design decisions in court transcripts and/or appearances. They are also required to speak in front of large groups.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer by the State of California and be responsible for decisions related to the proper application of design standards and project development policies. The incumbent provides guidance related to development of projects to ensure that the assigned projects can be delivered on schedule and within budget, while maintaining the quality of the design and accurate charging practices. The consequences of poor decision and actions include but are not limited to the following: non-delivery of required deliverables; commitment of Department resources, short-term and long-term, commitment of measures that may substantially increase the cost of planning, design, maintenance and construction; impediment to District to provide other services and reduction of efforts in other aspects of the entire District program; development of incomplete or erroneous information and reports.

PUBLIC AND INTERNAL CONTACTS

The incumbent prepares correspondence and responds to inquiries from the public. Coordination with Executive Management and other District Divisions is also required on a regular basis. Contacts may be made with FHWA, other districts, departments, external agencies, consultants, and the public through formal and informal meetings, presentations, and written correspondence.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meetings.

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- May be subject to and have the ability to handle all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Additional hours may be required and vacation restricted during peak time.
- Incumbent must have the ability to respond appropriately to difficult situations.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled, "cubicle" office environment under natural and artificial lighting. They will be responsible for keeping the branch work area clean and project files organized for easy access; as well as ensuring that the conduct and noise levels of staff do not adversely effect the work of others. Employees will also periodically be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, or temperature extremes. When field work is involved, they are responsible for ensuring that proper safety precautions are communicated and followed by staff.

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