

**POSITION DUTY STATEMENT**

PM-0924 (Rev 9/2001)

CLASSIFICATION TITLE <b>SENIOR TRANSPORTATION ENGINEER (SUPERVISORY)</b>	OFFICE/BRANCH/SECTION <b>OFFICE OF DESIGN III- TRAFFIC DESIGN BR B</b>	
WORKING TITLE <b>CHIEF, TRAFFIC DESIGN BRANCH B</b>	POSITION NUMBER <b>929-203-3161-XXX</b>	EFFECTIVE DATE

**As a valued member of Caltrans, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT**

UNDER THE GENERAL DIRECTION OF THE CENTRAL REGION PROJECT DEVELOPMENT DIVISION CHIEF, A PRINCIPAL TRANSPORTATION ENGINEER, THE INCUMBENT SUPERVISES AND DIRECTS THE WORK OF THE OFFICE OF DESIGN III STAFF IN FRESNO, STOCKTON, AND SAN LUIS OBISPO. RESPONSIBILITIES INCLUDE THE TIMELY DELIVERY OF TECHNICAL SERVICES TO DISTRICT MANAGEMENT AND PROJECT MANAGERS. SPECIFICALLY, THE INCUMBENT IS RESPONSIBLE FOR THE PRODUCTION OF DESIGN, ENGINEERING SERVICES, AND PRELIMINARY ENGINEERING DOCUMENTS, PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E) AND ANY OTHER RELATED SERVICES FOR REGIONAL OR BROKERED WORK. THE INCUMBENT WILL BE REQUIRED TO SPEND A PROPORTIONAL AMOUNT OF TIME, BASED ON STAFFING NUMBERS, IN STOCKTON, FRESNO AND SAN LUIS OBISPO IN ORDER TO PROVIDE ADEQUATE SUPERVISION OF STAFF IN ALL LOCATIONS. THE INCUMBENT IS RESPONSIBLE FOR THE DELIVERY OF PRODUCTS FROM TRAFFIC DESIGN, ELECTRICAL DESIGN, HYDRAULICS, OFFICE OF CONSTRUCTION ESTIMATES, OFFICE ENGINEER, LANDSCAPE, DESIGN DELEGATION LIAISON, AND RECORDS / ASBUILTS. THIS POSITION WILL REQUIRE A VALID CALIFORNIA DRIVERS LICENSE IN ORDER TO MEET THE TRAVEL REQUIREMENTS ABOVE.

**SPECIFIC JOB ASSIGNMENT**

- 50% Plan organize and direct the work of the Office of Design III staff. Assume a proactive role in project  
Essen and task management, and delivery of engineering services products and services within negotiated workplan commitments ( i.e. quality, schedule, cost, resources and scope). Work closely with Project Development Design and the Division of Engineering Services (DES) to facilitate successful delivery for projects with structures components.
- 40% Exercise administrative supervision, delegate and assign work, provide direction in resolving internal  
Essen division problems within the Office Chief's authority as well as problems related but external to the Division, select and hire subordinates, appraise performance of subordinates, establish work norms and work flow, coordinate unit activities, prescribe personnel utilization, and determine training needs.
- 10% Participates in the development and implementation of operational policies of the  
Essen Division/Region/Department. Supports the Project Development Division Chief in administering the overall Capital Outlay Support (COS) program of the Central Region. Elevates issues of concern to the Project Development Division Chief. Provides independent advice, recommendations, briefings and reports to the Project Development Division Chief and other District/Region managers.

### **SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The incumbent directly supervises Senior Transportation Engineers and provides general direction over subordinate level engineering and administrative staff located in Fresno, Stockton, and San Luis Obispo.

### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge - of Caltrans organization, departmental policies, management and supervising principles, project management concepts, the project development process, design engineering activities, and financial constraints is required. Also requires a detailed knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to planning, design and construction of transportation facilities.

Ability - to administer an engineering program: plan and direct the work of others; prepare technical correspondence and complete comprehensive reports, and address and audience effectively. Also, must communicate effectively both orally and in writing with all levels of Caltrans management in Headquarters, the Districts, DES, external groups and organizations, and local governments.

Analytical - be able to perform, review and analyze a wide variety of project development policies, procedures and other activities, and draw conclusions leading to appropriate and timely recommendations on project delivery. Incumbent must be able to prioritize work based upon guidelines established by District/Region/Department needs. Must be able to understand and interpret detailed technical studies. Incumbent must maintain current knowledge of Caltrans and laws and regulations that impact the Department.

### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Supervising Transportation Engineer is in responsible charge and answers for his/her decisions and for the actions and decisions of his/her subordinates. The incumbent is responsible for independent action and initiative in carrying out assigned duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions to insure timely completion of the engineering required to meet project development delivery commitments. Poor decisions may result in project delays and inaccurate or incomplete reports and contract plans, specifications and estimates that require corrections and added costs for engineering and construction. Errors in judgement would result in the inefficient use of public funds, in injuries or delays to the traveling public, and in the department's failure to meet budgeted programs resulting in a lack of confidence by the Legislature, the public and other governmental agencies.

### **PUBLIC AND INTERNAL CONTACTS**

MAINTAINS A CLOSE WORKING RELATIONSHIP WITH HIS/HER COUNTERPARTS IN THE DISTRICT, REGION, DES AND HEADQUARTERS, FOR THE PURPOSES OF EFFECTIVE MANAGEMENT TEAMWORK, SCHEDULING PROJECT WORK, ASSIGNING PERSONNEL AND COORDINATING DESIGN AND ENGINEERING SERVICES ACTIVITIES. MAINTAINS CLOSE COORDINATION AND COOPERATION WITH STAFF MEMBERS OF CITIES, COUNTIES AND OTHER AGENCIES; MEETS WITH CIVIC GROUPS AND OTHER INTERESTED PARTIES TO DISCUSS AND RESOLVE CONTROVERSIAL DESIGN PROBLEMS AND TO COORDINATE DEVELOPMENT WITH VARIOUS JURISDICTIONS. EXTENSIVE ONGOING CONTACTS WITH DEPARTMENT MANAGEMENT, FUNCTIONAL MANAGERS, FIELD PERSONNEL, CITIES, COUNTIES, LEGISLATORS AND THE PUBLIC.  
WORK ENVIRONMENT

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent must possess the ability to work with a team, effectively, and efficiently to coordinate multiple assignments and tasks. Incumbent must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making. Must possess the ability to supervise a diverse work group, provide specific direction to employees, and deal with sensitive employee issues including disciplinary actions.

**WORK ENVIRONMENT**

Work will be done in a climate-controlled office under artificial lighting and requires extensive travel.

*I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date