

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer	OFFICE/BRANCH/SECTION D6 Program/Project Management - Project Management	
WORKING TITLE Assistant Project Manager	POSITION NUMBER 906-100-3135-XXX	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 direction of the Project Manager, (a Senior Transportation Engineer), the incumbent is responsible for project delivery of all assigned projects and ensures that the project is completed on schedule and within budget.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Incumbent is responsible from project study report initiation through completion of the construction contract. Coordinate all work and monitor all progress with all functional units and external agencies in the project delivery process. Identifies and address project conflicts and issues in a timely manner. Elevate the conflict if unable to resolve directly. Incumbent is accountable to the Program/Project Management Division Chief for project delivery and project cost control. Incumbent informs Project Management Support Branch and Program/Project Management Division Chief of any and all major issues that cannot be resolved at the Project Manager level.
25% E	Provide continuous review and updates of project schedule and cost reporting to District Management with timely and accurate information regarding the project status on a regular basis. Ensure that the project is developed in conformance with applicable project development procedures. Monitor and ensure the overall quality of assigned projects.
10% E	Develop and manage the capital support project costs. Monitor the actual costs against the planned costs.
10% E	Serve as the single point of contact with Headquarters' staff and Headquarters' designated representatives for assigned projects. Coordinate with the Public Information Office and serve as a point of contact for the public regarding assigned projects.
10% M	Coordinate with all participating Functional Managers and the Project Management Support Branch and ensure development of complete project to the appropriate level of detail for all assigned projects. Organize and direct Project Development Team (PDT) meetings throughout project development process, serving as the PDT leader.
5% M	Ensure accurate and timely preliminary scoping for all assigned projects prior to inclusion in the SHOPP and/or Minor Program List.

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

None. May act as a lead to other technical and administrative staff.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough understanding of the Department's requirements to deliver projects on schedule and within budget. Must possess an extensive understanding of the entire project development process as well as engineering knowledge and abilities. Must have knowledge of the requirements of other functional units involved in the project development process.

Must have the ability to plan and organize the work, and to work effectively and efficiently with others to a common goal to achieve project delivery.

Must have knowledge of the basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; and engineering economics.

Must have thorough knowledge of the entire project delivery process including the required interfacing with local agencies and the public. Must possess the ability to anticipate technical issues and potential local agencies concerns with each project. Must possess the ability to communicate effectively, both internally and externally to ensure project delivery. The incumbent must become familiar with Critical Path Method Scheduling.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery and/or cost including capital outlay support costs. Failure to identify and resolve issues early or failure to coordinate and monitor the program with the functional units assigned to the project can result in project slippage and/or cost increases, which is unacceptable. Project delivery failure could lead to distrust on the part of the Regional Districts, CTC, the local agencies, and other entities, and a lack of credibility concerning Caltrans' ability to deliver its program.

PUBLIC AND INTERNAL CONTACTS

Contact with local governmental agencies, other State agencies, and with the public. Contact with Program/Project Management Division Chief for public information meetings, public hearings and individual meetings with these entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to review data with very small font types. May also be required to travel and transport a laptop computer and a small portable printer.

The incumbent will also be required to prioritize work assignments while under pressure. Must be able to focus and concentrate for long periods of time. Emotional requirements may include 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.

WORK ENVIRONMENT

The incumbent will work primarily in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. The incumbent may be required to travel in one-day trips as well as several overnight trips and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather), work outdoors, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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