

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer, Civil	OFFICE/BRANCH/SECTION District 8 – Project Management	
WORKING TITLE Project Manager	POSITION NUMBER 908-XXX-XXXX-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 a Senior Transportation Engineer, the Transportation Engineer, (Civil) is responsible for the successful delivery of less complex projects in the State Highway Operations and Protection Program (SHOPP) and Minor programs. Work tasks include analytical and technical duties in Program/Project Management including project planning, scheduling and monitoring project status, and reviewing of engineering documents for major transportation projects. Uses various project management computer applications and prepare management reports regarding program and project status. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Develops project management plans and documents for the District's less complex projects. Reviews essential documents such as environmental scoping documents, contract documents, cooperative agreements, etc. to ensure that projects are managed effectively with respect to scope, cost schedule and quality. Using tools such as Microsoft Project. Work Plan Structure (WPS), Project Resource and Schedule Management (PRSM), Excel, and Microsoft Word, the Project Manager monitors the project scope, schedule, cost, funding, quality, risk, procurement, and human resources of assigned projects. Implements the District Change Control processes and performs regular project status updates. Using sound engineering judgment, the Project Manager reviews/evaluates project performance and communicates issues to the Senior Transportation Engineer in Program/Project Management who is overseeing their project and the Project Team Members. Suggests alternatives for corrective action or re-planning if appropriate. Prepare weekly project diaries to be reviewed by the Senior Transportation Engineer in Program/Project Management. Gain approval from the Senior Transportation Engineer in Program/Project Management for the following types of changes: scope, capital cost, support cost, and major milestones. Analyzes impacts of changes to project delivery including resources, priorities, inventory of projects and schedule constraints.
35%	E	Provides assistance to all activities in support of Program/Project Management; such as project closeouts, risk management, fact sheets, Project initiation reviews, Project Change Request (PCR) process, Capital Outlay Support (COS) assistance, as well as providing back up assistance to Senior Project Managers and/or Contract Services Managers.
10%	M	Prepares project work plans. Researches historical information for projects and utilizes resource allocation software programs to develop the schedule and resource distribution based on the need of the District functional units. Distributes the resulting data to the Project Development Team for review. Arranges and leads meetings with project experts from key District functional units and external agencies to review and finalize the draft work plan. Uses current databases like PRSM, Microsoft Project and WPS to manage project delivery.
10%	M	Evaluates and inputs project data regarding projects tasks, schedules and resources provided by functional support units and various other sources. Audits project data for errors and monitors project charging practices using expenditure reports. Provides new/revised information to the Project Management Support Unit for input into PRSM, Microsoft Project and WPS and coordinates revisions.

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10% M Communicates and coordinates Project Development Team (PDT) efforts. As a contributing member of the PDT, the Project Manager will ensure that projects are managed effectively with respect to scope, cost, schedule, and quality. Coordinates project meetings by: reserving meeting rooms, developing agendas, notifying participants, recording meeting decisions and following up on action items. Collects and distributes documents related to the Work Plan Development Team (WPDT), Value Analysis Studies, Constructability Reviews, etc...

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

This position carries no supervisory responsibilities. The Project Manager is expected to achieve results through others while working in a matrix organization. While the Project Manager does not directly supervise a staff in the conventional definition, he/she does direct a multi-disciplined team where the individual team members are administratively supervised by various functional managers. The Project Manager is expected to resolve conflicts without escalating each issue to the functional supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the various phases and functional responsibilities of project delivery; the missions, goals, laws, and rules to be implemented by the Department and the principles of project management.

Ability to plan and direct the work of others; analyze situations and adopt an effective course of action; and communicate effectively orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the management of assigned projects. Incumbent is also responsible for decisions relating to the delivery of their Program's projects, including but not limited to, the final decision of A) Assignment of resources, B) Compliance with Program policies, C) Direction of project studies and alternatives, D) Resolution of project scope issues and E) Establishing and maintaining project schedules. In dealing with the public and other agencies, frequently makes commitments on behalf of the Department. Poor judgment may unnecessarily delay projects, increase engineering and construction costs, and result in poor work quality and mismanagement of public monies.

PUBLIC AND INTERNAL CONTACTS

Incumbent develops and maintains partnerships between district functions, with federal agencies, other state agencies, local governments (and contractors); responds to local community concerns and general public issues; and speaks in public on the effects of current transportation projects as they relate to transportation matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work on a keyboard; manual dexterity; sitting for long periods.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. May occasionally take field trips to the project site where knowledge of roadside safety is critical and hard hats & vest must be worn.

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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