



# CALIFORNIA TRANSPORTATION COMMISSION

## POSITION DUTY STATEMENT

<b>Classification Title</b> Principal Transportation Engineer		
<b>Working Title</b> Chief Engineer	<b>Position Number</b> 696-004-3152-001	<b>Effective Date</b> September 1, 2019

### GENERAL STATEMENT

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for programming and allocating transportation funds used in the construction of highway, passenger rail, active transportation, aeronautics, and transit improvements. The Commission, also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs.

Under the general direction of the Commission's Chief Deputy Director, the Chief Engineer acts as the Commission's point person issues related to the timely and cost-effective delivery of state transportation projects. The incumbent is responsible for implementing the Commission's enhanced program oversight responsibilities and engineering analysis for the State Highway Operation and Protection Program (SHOPP) and Asset Management Plan. The incumbent serves as the lead staff for the Commission's Delivery Committee, responsible for monitoring the delivery of state transportation projects and advising the Commissioners on supplemental project allocations. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

The SHOPP is a four-year \$17 billion program of projects that rehabilitate and reconstruct the state's critical highway infrastructure, a system comprised of approximately 50,000 lane-miles of pavement, 13,000 bridge structures, 200,000 culverts and other associated assets. The Asset Management Plan is a strategic and systemic process of operating, maintaining and upgrading physical assets effectively through their lifecycle by focusing on business and engineering practices for resource allocation and utilization based on well-defined objectives.

Position responsibilities include oversight and Commission action recommendations on the Asset Management Plan, the Ten-Year SHOPP Plan, and the Four-Year SHOPP program. The position ensures SHOPP projects are consistent with statewide priorities and performance objectives as established in the Commission-approved Asset Management Plan and that all projects are compliant with state and federal statutory requirements.

Specific duties and activities include, but are not necessarily limited to:

## TYPICAL DUTIES

Percentage      Job Description

Essential (E)/

Marginal (M).<sup>1</sup>

- |         |  |
|---------|--|
| 20% (E) | Evaluate existing and develop proposed Commission policies related to project delivery for the Commission's transportation programs formulating the necessary policy statements, and presenting the proposed policies to the Commission for action. Develop strategies to ensure the delivery of transportation projects is compliant with the requirements of state and federal statutes.   |
| 20% (E) | Oversee, coordinate and advise the Commission throughout all phases of the SHOPP development and programming cycle. Perform critical program level reviews, identify and resolve conflicts at both the program and project level, evaluate program and project effectiveness, and recommend Commission action on Asset Management Plan targets, Ten-Year SHOPP plan, Fund Estimate, and Four-Year SHOPP program. Prioritize and evaluate infrastructure investment benefits across all SHOPP projects and programs based on the Asset Management Plan. Ensure that state and federal laws, requirements and public transparency and accountability are met. Plan and manage tasks and risks to meet statutory requirements and timeframes. Exchange information and coordinate with other Commission staff, California Department of Transportation (Caltrans) managers, and other agencies. |
| 20% (E) | Oversee, review Commission agenda items for consistency with program goals and recommends Commission action. This includes vetting new projects for addition into the SHOPP program, evaluating amendments to revise the scope, cost or schedule of programmed SHOPP projects, evaluating project performance measures, recommending allocation and extension requests, and evaluating project supplemental allocation requests. Review technical engineering information contained in Project Initiation Documents, Project Reports, engineer's estimates, contractor bid results and other project or contract documents. Coordinate with and assist project sponsors in the development of complete, accurate, and logical Commission agenda items. Respond to inquiries and questions on Commission meeting agenda items from decision-makers and stakeholders.                          |
| 15% (E) | Oversee and evaluate recurring project delivery and Asset Management Plan performance reports to assess the effectiveness of the SHOPP in meeting Commission-adopted performance targets, priorities and objectives. Recommend corrective action when actual performance differs from planned.   |

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<sup>1</sup> 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.

- 10% (E)      Oversee and review programs and projects to ensure compliance with applicable state and federal laws, rules, regulations and policy. Recommend corrective action as needed to ensure consistency.
- 10% (E)      Oversee the use of Commission-approved delegations. This includes the annual minor program delegation, traffic safety project lump sum allocation, and emergency project allocations. Evaluate annual performance reports. Develop and recommend revisions to delegations to improve program efficiency and effectiveness.
- 5% (E)       Identify and develop recommendations to enhance the efficiency and effectiveness of commission policies. Review proposed legislation and identify policy, program and project impacts. Identify and recommend actions and measures to improve Commission public accountability, efficiency, and transparency. Evaluate effectiveness of recommended actions and facilitate the periodic reporting of performance.

#### **SUPERVISION EXERCISED OVER OTHERS**

The Principal Transportation Engineer is responsible for decisions, actions and consequences inherent in planning, and directing of a Supervising Transportation Engineer and a Senior Transportation Engineer. May also provide direction to Caltrans staff.

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

##### Ability to:

- Operate in a professional, objective, and equitable manner consistent with the highest ethical and professional standards.
- Ensure an open process in all operations that encourages and values public participation.
- Meet commitments, act responsibly with public trust, and achieve the highest performance standards.
- Deliver the highest quality, while striving for efficiency, creativity, and continuous improvement.
- Objectively evaluate the effectiveness of projects and programs.
- Take intelligent risks and support others in taking informed risks; anticipate the implications and consequences of situations and decisions, and prepare for possible outcomes.
- Work cooperatively and build effective partnerships.
- Negotiate meaningful and long-lasting solutions to complex project and program-level conflicts.
- Participate in public forums, communicate effectively, orally and in writing, represent the Commission in advanced transportation matters.
- Analyze and evaluate dynamic programs, make judgments and recommendations on appropriate alternatives, and administer a large program with many internal and external partners.
- Respond to inquiries from management and internal and external customers in a timely and effective manner.

- Effectively apply logic and creativity in decision-making processes, and successfully apply negotiation and motivation techniques.
- Handle multiple assignments simultaneously, learn new tasks quickly with little or no formal training, and be responsive to customers and management policy.
- Contribute to the Commission's safety, health, affirmative action and labor relations objectives.

Knowledge of:

- Existing and emerging federal and state transportation regulations, laws, policies and funding.
- Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy.
- Program and project development processes, timeframes and requirements (including both the State Transportation Improvement Program (STIP) and the SHOPP).
- Engineering principles to evaluate the effectiveness of projects and programs, Commission goals, objectives and policies.
- State budgeting process and funding dynamics as related to transportation projects and programs.

**DESIRABLE QUALIFICATIONS:**

- Broad and comprehensive knowledge of program and project management and experience that demonstrates the ability to manage a large and complex statewide program.
- Knowledge and experience in strategic planning and demonstrated understanding of organizational and transportation system performance measures.
- Knowledge of state and federal regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Commission in transportation system delivery matter; and serve in a consulting and coordinating capacity with other transportation agencies statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes.
- Ability to successfully apply motivational and negotiating skills.
- Excellent oral and written communication skills.
- Academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
- Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning.

## CORE COMPETENCIES

**Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (*Accountability*)

**Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others at the Commission informed as appropriate. (*Transparency*)

**Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (*Innovation*)

**Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (*Integrity*)

**Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (*Integrity*)

**Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (*Accountability*)

**Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (*Accountability*)

**Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions to achieve consistent results. (*Integrity*)

**Vision and Strategic Thinking:** Communicates the "big picture". Models the Commission's Mission to others. Influences others to translate vision into action. Future oriented, creates competitive and break through strategies and plans. (*Innovation*)

**Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (*Integrity*)

## CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The consequences of not meeting responsibilities or making poor decisions and recommendations could result in the inability to complete statutorily required programming documents and cause over and/or under-expenditure of its budget. In addition, loss of credibility with transportation stakeholders and decision-makers may result.

## PUBLIC AND INTERNAL CONTACTS

Travel to the Commission meetings is required. Occasional travel to other meetings and hearings may also be required. Must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders.

## **WORK ENVIRONMENT**

While at their base of operation, employee will work in a climate-controlled office under artificial lighting.

## **PHYSICAL REQUIREMENTS**

Employee may be required to sit for long periods using a keyboard and video display terminal to review and access information.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date