

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Supervising Bridge Engineer	OFFICE/BRANCH/SECTION 59/Division of Engineering Services/Structure Construction	
WORKING TITLE Area Construction Manager	POSITION NUMBER 559-501-3184-011	EFFECTIVE DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

This position reports to the Division of Engineering Services (DES) Deputy Chief, Structure Construction (SC). The incumbent has responsibility for coordinating and managing all Structure Construction activities within their assigned geographical area. The Area Construction Manager handles complex and often controversial technical engineering and administrative problems; represents the Department at meetings, public hearings, conferences; prepares correspondence and reports. The incumbent must maintain a valid certificate of registration as a civil engineer in California.

**CORE COMPETENCIES:**

As a Supervising Bridge Engineer, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Problem-solving and Decision-making:** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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 in order to achieve consistent results. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Interpersonal Effectiveness:** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailor communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35%	E	Manages the work of approximately 50 (state and consultant) field engineers and technicians performing inspection and oversight of structure projects with a capital budget of more than \$800,000,000; manages all structure construction activities in their assigned area, an extensive [urban and rural] geographical area; provides direct supervision for up to six Senior Bridge Engineers.
30%	E	Exercises administrative supervision: delegates and assigns work and appraises performance of subordinate staff. Monitors productivity and work flow: coordinates unit activities and personnel utilization; provides periodic review of projects as work progresses to verify compliance with project contract documents, regulatory requirements and structural adequacy of temporary structures used for construction, public and employee safety.
15%	E	Provides liaison between the construction projects and SC HQ, other DES units, the Districts, and other state or outside agencies. Acts as a liaison between SC and the Emergency Operation Center during emergencies.
10%	E	In a team capacity, coordinates with SC Management to provide consistency of services statewide and assure maximum and efficient utilization of staff and other resources. Works with SC Management to establish and complete performance objectives. Provides leadership to implement SC quality goals.
10%	M	Effectively participates as SC's representative in a variety of meetings such as district management, negotiation, administration, planning, claims, Board of Review, and project specific.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Typically supervises four to six Bridge Construction Engineers and approximately 50 engineering employees in varying classifications located throughout their assigned geographical area.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possession and maintenance of a valid Professional Engineer's license as a Civil Engineer in the State of California. Possession and maintenance of a valid driver's license in the State of California. a thorough knowledge of the methods of design and construction of various types of bridges and transportation related structures: materials and equipment used in construction, contract administration and laws and codes governing construction by contract. Ability to plan and direct the work of others: analyze situations accurately and adopt an effective plan of action; prepare correspondence, reports, articles for publication and address and audience effectively. Ability to analyze and develop solutions for difficult technical and administrative problems related to construction work and the ability to develop new construction techniques and specifications.

Knowledge of project and resource management as it applies to construction projects delivered using standard and alternative delivery methods and implemented by the state or regional transportation agencies.

Knowledge of the proper use of field engineering equipment such as, but not limited to basic surveying instruments, concrete testing equipment including Kelly ball, straight edge, and profilograph.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for verifying the administrative integrity and technical control of SC projects located within the Office's geographical area and for the safety of the public and assigned employees. Structure Construction projects include those delivered using standard and alternative delivery methods and implemented by the state or regional transportation agencies. Incorrect decisions could result in the loss of life, structural failure, and substantially increased costs to the State.

**PUBLIC AND INTERNAL CONTACTS**

In a team capacity, coordinates with SC management to assure maximum and efficient utilization of staff and other resources. Effectively participates in negotiation, administration, planning, claims, Board of Review and engineering meetings as SC's representative. Provide liaison between the construction projects and SC HQ, the Districts/Regions, Public Information Offices, other DES units and other State and outside agencies including regional transportation agencies. Exercises a wide latitude for project related contacts with Structure Design and Maintenance, Headquarters units, Districts, Regions, public agencies, private firms, and contractors.

**ADA Notice**

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to develop and maintain cooperative working relationships; responds to difficult situations; recognize emotionally charged issues and problems and be able to acknowledge and validate the various responses.

In a field setting, the incumbent must be able to climb ladders and steep inclines, ride in elevators and perform work from heights which may be over 500+ feet above the ground or water. In an office setting the incumbent may be required to sit for long periods of time using a keyboard and personal computer. Incumbent must have the ability to multi-task and adapt to changes in priorities.

Incumbent must be able to hear directions and see and hear traffic and equipment to perform their duties safely. Corrected hearing is acceptable. Corrected sight must meet the CA DMV minimum visual acuity requirement.

This position is essential to the successful operation of SC and statewide project delivery. The incumbent ensures that the SC functional unit (office) is managed and coordinated, including procurement and management of SC equipment; that SC's products are provided timely so that project delivery is not adversely affected; and that innovative technology and VECP's are evaluated and made available. This position requires an ability to develop and maintain cooperative working relationships with district, DES, and headquarters staff, to respond appropriately to difficult situations, and to make timely and effective decisions.

Incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

## WORK ENVIRONMENT

Incumbent will be exposed to various work environments. In the office setting, incumbent must be able to stand and/or sit for prolonged periods of time and will be exposed to artificial lighting in a climate-controlled area. Extensive travel is required, therefore incumbent must be able to travel using a car or commercial airline. Incumbent may be exposed to loud noises, dust, chemicals, extreme weather conditions, and sunlight while out in the field. Must be able to lift 50 pounds and climb steep inclines.

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