

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 04/Construction/	
WORKING TITLE Office Engineer	POSITION NUMBER 904-501-3135-XXX	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:**

Under general direction of a Senior Transportation Engineer, the incumbent serves as the Office Engineer. The assignment will be carried out under direction of a Resident Engineer and Lead Engineer. The Office Engineer assists the Resident Engineer and Lead Office Engineer with difficult contract administration activities at the field office. This includes preparing, maintaining complete and accurate documentation regarding construction contracts and projects.

**CORE COMPETENCIES:**

As a Transportation Engineer (Civil), 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Lead Climate Action - Pride)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Enhance and Connect the Multimodal Transportation Network - 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. ( Advance Equity and Livibility in all Communities - Integrity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Pride)

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	Receive Extra bills from construction contractors. Analyze Extra Work Bills (EWB) for accuracy, advise contractor and Resident Engineer of discrepancies, and enter accurate EWB into the Progress Pay System. Extra Work Bills result from work done under contract change orders.
25%	E	Prepare construction contract change orders and transmittal memorandums based upon input provided by the Resident Engineer and Field Engineer(s).
10%	E	Ensure that all contract documents are filed using the filing system outlined in the Caltrans Construction Manual. Ensure that all documentation is sufficient to meet legal requirements and policies.

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10%	E	Develop and review quantity calculations and monitor quantities and expenditures on the contracts. Maintain complete and accurate project records.
5%	M	Verify lab test results on materials and provides recommendations to the Resident Engineer for failing tests. Ensure all materials records are complete and in the projects files. May provide training to new hires or rotation employees from other divisions. Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope of the unit as required.

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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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The position carries no supervisory responsibilities but may act as lead over less experienced Transportation Engineers or staff in administrative classifications.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

This position will require the Office Engineer to exercise analytic ability. Must have the ability to fully understand the plans, specifications and estimates for construction projects and be able to identify problems and recommend solutions. The Office Engineer will be required to ensure the proper review of all daily extra work bills submitted from the contractor to make sure they are correct; be able to review and check quantity estimates submitted by Field Engineers to verify their correctness; to compile estimate packages in the correct format to be submitted to District Office and successfully imputed and be able to fully understand and develop progress schedules.

The Office Engineer must be experienced in highway construction methods and procedures; possess the ability to communicate information and instruction; be able to get along with others and gain the respect of people he or she comes into contact with; be willing to accept responsibility; be able to respond quickly and rationally to emergencies; and must be decisive. The Office Engineer will often be the sole engineer in the office and will act on behalf of the Resident Engineer in his/her absence.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in performance of duties listed above could have serious consequences; for example, failure to submit proper contract change orders or daily extra work bills could result in liability claims made by the contractor against the State. Less than strict control of quantity calculation review and proper submittal of monthly estimate paperwork could mean excessive and undue cost to the State for work performed. Progress pay requests filed late will result in late payment, which subject the State to pay interest mandated by law.

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**PUBLIC AND INTERNAL CONTACTS**

The Office Engineer's contacts are with: the Contractor, the Resident Engineer, the Senior Engineer, the District Pay Estimate Specialist, District Office support staff, other functional units within the department and other agencies; cities, counties, utility districts, subcontractors and Federal agencies. Contact with the contractor and subcontractor occurs frequently and requires diplomacy, intelligence, decisiveness, ability to communicate, and strength of character. The Office Engineer becomes highly visible in dealing with the public and other agencies both on the phone and in public. This requires extreme exercise of diplomacy and appropriate behavior with an attitude of cooperation and interest in assisting the party whom they are in contact with.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employee may be required to move large or cumbersome reports/plans from one location to another; occasional bending, stooping and kneeling. The workload is subject to frequent, substantial, and unexpected changes within a few months. Needed are the following requirements:

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements 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. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and

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treats others with respect.

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**WORK ENVIRONMENT**

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Overtime and night work may be required, and vacations may be restricted, during peak times of the construction project. Employee may also be transferred to work at another construction field office or may be reassigned to work for another senior and/or a different project.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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