

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D7/Construction/Field Office	
WORKING TITLE Assistant Resident Engineer	POSITION NUMBER 907-502-3135-XXX	REVISION DATE 09/30/2024

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 the direction of a Construction Engineer in the Construction Branch, the incumbent performs a wide variety of professional engineering work in an office and field setting. Incumbent inspects progress of the work to assure compliance with contract plans and specifications on all phases of highway construction. Incumbent assures appropriate measurement and payment is made and that project documentation is completed in accordance with departmental policies and procedures.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Innovation, Pride)
- **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. (Safety First, Cultivate Excellence - Engagement, Integrity, Pride)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action - Engagement)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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50%	E	Administers Construction contracts, inspecting contractor construction activity to ensure compliance with the project plans and specifications. Consults with contractors regarding construction activity, compliance and quality of work. Collects engineering data including paving, grading, earthwork, drainage, sewer structures, utility relocations, electrical installations, sign installations, and landscaping items. Develops workable and effective solutions to field issues and contract deficiencies. Develops or assist sin the preparation of specifications, change orders, contract estimates, progress payments, and various documents and reports involved in the construction of transportation projects. Assists in the review of contractor submittal s including: Critical Path Method (CPM) schedules, water pollution control, temporary traffic control, shop drawings, etc; maintains accurate and timely project files. Assists in the research and documentation of information used for the resolution of claims being brought against the State by the contractor. Incumbent may provide oversight of activities related to encroachment permits for utility relocation, local agency, and special funded transportation projects; may assist with construction support functions in the Construction field offices or Materials Labs.
25%	E	Maintains complete, accurate and timely project records, performs quantity calculations for all various phases and prepares progress pay estimates. Assists in the day to day administration of a construction contract. Activities may include: set up Pre-Construction Meeting, review Contractor's correspondence and inquiries, participates in Contractor's weekly status meetings, coordinates with partnering agencies, generate subcontractor requests and other required forms, assists with Weekly Statement of Working Days, coordinates with various functional units for support during construction, assist with kickoff and closeout meetings. Assists in assuring complete submittal of contracts monthly progress pay estimates.
20%	E	Responsible for making engineering calculations, analyzing situations regarding transportation facilities or system design concepts, applying sound engineering principles. Works in a team or independently to complete assigned engineering tasks for the development of projects or administration of construction projects. Responds or proposes responses to inquiries, complaints, maintenance concerns, resolution of claims or pending litigation. Performs field reviews, investigations, inspections and prepare associated reports, diaries and documentation. Assists in assessment and preparation of contract change orders. Assists Resident Engineer in reviewing contract's schedule, resolving contractor disputes and in administering the claims process.
5%	M	Reviews shop drawings and assists in constructability reviews for proposed projects. Participates in job related training. Perform miscellaneous inspections and nonprofessional engineering duties as assigned on various active projects.

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 does not supervise, however, the incumbent may be called upon to act in the absence of a Resident Engineer for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to inspect construction work and determine whether it meets contract requirements. Thorough knowledge of construction practices is necessary. Complexity of work problems requires good analytical ability. Problems could vary from basic earthwork and grading calculations to the development of special staking procedures and redesigning facilities to fit existing field conditions. Have effective communication, both written and verbal.

Ability to comprehend and interpret Contract Plans, Standard Plans and Specifications, Special Provisions, and Change Orders; assess contractor's field operations for safety purposes; determine if Contractor has adequate and competent staff performing required work in compliance with the contract; communicate effectively with Contractor's and State's personnel regarding performance and safety issues, performs simple fields surveys and other engineering tasks as required.

Ability to negotiate and communicate effectively, verbal and written; establish and maintain professional and cooperative relations with those contacted in the course of work.

Ability to prepare comprehensive reports and correspondence.

Ability to develop and choose from alternative courses of direction.

Ability to travel to and work at construction sites throughout the district and during all shifts.

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Ability to see and maintain alertness to the environment at night is critical.

Ability to make neat and accurate computations and engineering notes and to prepare reports.

Ability to apply sound judgment, analyze situations accurately and take effective action.

Ability to be innovative in resolving issues for the benefit of the department and the trust of the general public.

Ability to recognize deficiencies as they arise and develop workable and effective solutions.

Ability to operate office equipment; i.e., computers, telephone, fax and copier machines.

Ability to work cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce costs, and maintain or improve quality.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to effectively make decisions concerning work in progress and in solving field problems. Failure to handle implementation and administrative issues properly as they arise could result in the unnecessary payment of large claims to the contractor and/or delay in contract completion. Improper management of resources and lack of quality assurance would result in loss of funding and poor delivery to the public.

PUBLIC AND INTERNAL CONTACTS

This position requires continuous written and oral communication within and outside of Caltrans. Incumbent must maintain close communication with the Resident Engineer, contractors, field personnel, and construction administration staff as well as with the public to solve community project problems and to advise them of work conditions affecting the neighborhood. Incumbent must establish and maintain friendly and cooperative relations with those contacted in the course of work.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to access construction sites on a daily basis. He/she may be required to work for long periods of time at a keyboard and video display terminal. This position requires driving for State business and being able to safely operate a vehicle. Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

Physical: Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces. Physical activities vary and any singular physical requirement may be for lengthy periods of time. Required to be trained in first aid and apply this skill in the event of an emergency. The incumbent must be able to walk, stand, or sit for long periods of time. Other physical requirements of the job include ability to lift and/or carry 40 pounds or more, reaching overhead, pushing or pulling, twisting, climbing, balancing, bending, crouching, squatting, crawling, and fine manipulation. Hearing and sight are both essential to job performance. While in the office, 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. Requires manual dexterity to operate computer for preparation of reports, diaries and/or preparations and various forms. Must be able to travel to field office and construction sites.

Mental: Must be able to sustain mental activity to write reports, resolve politically sensitive problems, manage diverse field issues, deal with complex problems, perform audit of man-hours worked, identify equipment/supplies used, problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action.

Emotional: Must be able to maintain emotional control during conflicts with contractor and/or coworkers. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

This position requires the incumbent to work both outdoors and indoors. Outdoor activity includes exposure to moving traffic, working on uneven terrain, adjacent to heavy equipment, chemicals, lab conditions, gas, fumes, high decibels of noise, dust, humidity, and weather conditions of extreme heat and/or cold.

WORK ENVIRONMENT

The incumbent will work in construction site and field office. Incumbent may be required to travel locally, and rarely to other areas of the state for training. Workload may subject incumbent to night work, frequent changes in work shift, work hours, workdays, and geographic transfer. Incumbent will be exposed to various work environments. Vacations may be restricted during peak times. Overtime may be required.

Incumbent will be required to use state issued cell phone and vehicle responsibly in conformance with the Department's policies, and respond timely during duty hours and provide after hours contact information to his/her supervisors for purposes of emergency response as it relates to his/her construction projects. Incumbent may be called back to the worksite after he/she has completed the regular shift.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

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