

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION DES/PPM&OE/OCCA&QP	
WORKING TITLE Senior AADD Coordinator, Project Support	POSITION NUMBER 559-150-3161-057	REVISION DATE 09/19/2024

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 the Chief, Office of Construction Contract Advertisement & Quality Program (OCCA&QP), a Supervising Transportation Engineer, the Senior Transportation Engineer (Specialist) is the primary point of contact for assisting the Districts with Construction Contracts from submittal to the Division of Engineering Services (DES) Office Engineer through advertisement of the projects. The incumbent is responsible for leading the coordination in the final contract documents preparation and the independent quality assurance (IQA) of Authority to Advertise District Delegated (AADD) construction contracts. In addition, the incumbent is the primary contact for maintaining and updating Department and DES policy and guidance as it relates to the advertisement and award of construction contracts.

**CORE COMPETENCIES:**

As a Senior Transportation Engineer, CT, 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.

- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **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)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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40%	E	The incumbent is the AADD subject matter expert and single focal point for project support. Assist the AADD coordination team and resolves the most complex project specific related issues. Help to resolve challenging Best Bid Standards (BBS) infraction issues between IQA reviewers and Districts. Provide guidance and work with the AADD coordination team and districts to ensure that contract documents are in compliance with the State Contract Act, Departmental Standard Plans and Specifications, Standard Special Provisions, Federal and State requirements, and current departmental policies.
30%	E	Assist districts and DES-OE staff in issuing addenda to resolve contract issues during advertisement. Assist BBAU and districts with contract assembly issues, PS&E Submittal and/or merge construction contract document issues. Resolve bidder inquiries related to DES OE issues and recommend proper course of action as needed. Respond to inquiries from Districts, other state and local agencies, contractors, suppliers and the general public on the Standard Specifications, Standard Special Provisions and Plans. Act as backup for other AADD Coordinators. Document and communicate AADD coordination support findings in the draft contract resolutions database (DCRD).
25%	E	Maintain and update the contract policy and guidance documents (i.e. Construction Contract Development Guide). Develop, maintain, and deliver AADD training to Caltrans staff to meet necessary quality levels to maintain consistency and uniformity of advertised construction contract documents. Prepare and make presentations for Quarterly Statewide Office Engineer meetings to communicate changes to the CCDG. Guide or DES OE business practices. Some travel may be required.
5%	M	Assist the Office Chief; performs special studies; and serve on committees as a representative of the Office or Division.

<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**

This position is a non-supervisory specialist position but may act as lead over other staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- 1) Must have a thorough knowledge of and the ability to interpret and apply laws, rules, policies, and practices related to contracts prepared and administered under the State Contract Act.
- 2) Must have knowledge of Best Bid Standards and its application toward DES-OE quality management program. Must have knowledge of AADD business practices.
- 3) Must have knowledge of the Standard Specifications, Standard Special Provisions and Plans and their application in an construction contract.
- 4) Must have good communication and oral presentation skills with the ability to express ideas and present information both verbally and in writing to Department management, districts, other Divisions, the Federal Highway Administration, and others in both the public and private sectors.
- 5) The incumbent must possess sound engineering judgment, a understanding of the other Departmental functions, and an understanding of the factors that affect project delivery, contract advertisement.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in contract quality standards could result in project delays, less competitive bids, protests from bidders, delays in the award process, or rejection of bids. This would result in increased cost due to re-advertisement of projects, delays in construction and if delays are significant, a loss of transportation funds.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent regularly communicates via the telephone, email messages, and through virtual meetings with staff in project development, project management, and construction, district office engineer units, consultants and various management levels in Headquarters on contract issues.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Sustained mental activity needed for report writing, problem solving, analysis and logical conclusions. Must be able to communicate verbally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

**WORK ENVIRONMENT**

In office two days per week, telework three days per week until further notice.

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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.

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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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