

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D8/CONSTRUCTION	
WORKING TITLE Resident Engineer (RE)/Construction Field Engineer (CE)	POSITION NUMBER 908-500-3161-047	REVISION DATE 10/01/2024

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 Supervising Transportation Engineer, Caltrans, the incumbent directs the work of and supervises the personnel of the assigned project(s) and the Construction Field Office. The incumbent is assigned as the Resident Engineer (RE) on large and/or complex projects and is directly responsible for administration of the construction contract and reviews the work of State and contractor forces. As the RE, directs the assigned staff on construction safety as it relates to contract administration and ensuring contractors are in compliance with the contract documents. Additionally, may be assigned as the Construction Engineer (CE) on smaller projects located adjacent to and/or in the proximity of the primary RE project assignment. As the CE, directs and supervises the personnel of the associated field office and is directly responsible for administration of the construction contracts and reviews the work of State and contractor forces. The CE is also responsible for advising the assigned RE(s) on construction safety as it relates to contract administration. The incumbent must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. A valid driver's license is required when operating state vehicles. This position requires both day and night work. The incumbent will be assigned work based on Departmental needs and could be assigned to any office within District 8 which includes San Bernardino and Riverside Counties.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Strengthen Stewardship and Drive Efficiency - 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 - 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 - Integrity)
- **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 - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **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. (Safety First - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

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

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35%	E	Ensures contract compliance with the plans and specifications by the contractor. Prepares contract change orders (CCO) for the purpose of making alterations, deviations, additions to, or deletions from the plans and specifications to ensure proper completion or construction of the contract by gathering critical information necessary and interpreting technical reports and data to determine a feasible solution. Prepares daily inspection reports documenting contractor activities and prepares as-built plans. Incumbent modifies, interprets, and edits special provisions and prepares contract estimates; keeps the necessary records pertaining to construction progress, job expenditures, budget programs, and work order balances; confers with contractors regarding compliance with plans and quality of work and construction activity. Selects and/or uses computer-based processes to compile engineering data, horizontal and vertical alignments and curve computations; develops and/or maintains transportation-related state-of-the-art computer programs and procedures. Confers with contractors regarding compliance with plans and quality of work and construction activity and ensures compliance with the plans and specifications by the contractor. Attends meetings, responds to requests for information/reports, and resolves and/or negotiates issues.
25%	E	Serves as the first line supervisor to assigned staff. Evaluates work performance and solves personnel/labor relations/Equal Employment Opportunity (EEO) matters. Assesses status of projects and develops work assignments accordingly. Provides staff direction on work to be performed. Provides direction that ensures complete, accurate, and timely contract records pertaining to construction progress, job expenditures, budget programs, and ensures that work order balances are maintained in accordance with State and Federal regulations and laws. Provides assistance and direction to other assigned Resident Engineers in the review, analysis, evaluation, recommendation, and monitoring of all claims, potential claims, and disputes. Reviews construction projects to ensure that assigned staff are monitoring the contractor's construction safety program adequately and that an effective safety program is being followed. Enhances safety of State employees as well as public traffic passing through the construction site by conducting necessary training and safety sessions.
15%	E	Ensures safety of State employees and contractor employees as well as the traveling public by observing contractor operations and traffic conditions and taking corrective action when necessary. Reviews contractor operations for compliance with California Occupational Safety and Health Administration (CAL/OSHA) regulations.
10%	E	Incumbent provides engineering assessment of plans for adequacy of design, particularly with respect to suitability to actual field conditions and ensures compliance with the plans and specifications by the contractor. Prepares quantity calculations and quantity sheets for payment purposes and reviews calculations prepared by Transportation Engineering Technicians and Transportation Engineers.
10%	E	Samples and performs acceptance testing on materials used in the construction of transportation and public works projects including concrete, asphalt, soils, aggregates, and other materials. Ensures proper sampling intervals, tracking, documentation, notification of results, remedial actions/corrections as required are performed within the contractual requirements.
5%	M	Performs general construction and maintenance office duties relating to administration of construction and maintenance contracts such as processing extra work bills, preparing progress estimates, and filing documents.

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

Directly supervises Transportation Engineer (Civil) and Transportation Engineer Technician staff. May also supervise staff in other technical and administrative classifications as well as consultants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the basic principles of physics; chemistry and mathematics as applied to civil engineering; properties and uses of engineering construction materials; methods and equipment of engineering construction.
- Knowledge of structure foundations, test equipment, field instrumentation procedures and soil sampling.
- Knowledge of factors which influence the impact of transportation facilities on environment, the community and the economy.
- Knowledge of principles and techniques of personnel management and supervisor's role in EEO, equity, health and safety and labor relations programs and the processes available to meet their objectives.
- Ability to plan and direct the work of others and adopt an effective course of action.
- Ability to prepare comprehensive reports and correspondence.
- Ability to communicate effectively and contribute to the Department's EEO and equity objectives.

ADA Notice

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- Ability to analyze the projected workloads and estimates the required resources including consultants using Workplan Summary (WPS).
- Ability to develop, implement, and evaluate project activities.
- Ability to perform difficult and complex engineering work.
- Ability to develop and choose from alternative courses of direction.
- Ability to analyze written and statistical reports and determine what direct or indirect effect these reports may have.
- Ability to travel to the construction site during all shifts.
- Ability to be innovative in resolving issues for the benefit of the department and the trust of the general public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for all major decisions inherent in planning, organizing, directing, and controlling the implementation and administration of the District's construction contract in a timely and cost-effective manner. Delivery of the District's contract is dependent on timetables which reflect the ability of the RE/CE to schedule and complete contract implementation requirements in accordance with Federal and State mandates. Failure to schedule and program the contract related activities adequately could result in missed deadlines and subsequent non-delivery of the transportation program in the time and manner prescribed by the controlling agencies. Failure to handle implementation and administrative issues properly as they arise could result in the unnecessary payment of large claims to the contractor. Improper management of resources and lack of quality assurance could result in loss of funding and poor public acceptance. Must be able to recognize construction problems and take appropriate action. Incorrect decisions could result in delayed project delivery, structural failure, substantially increase costs to the State and/or loss of life.

PUBLIC AND INTERNAL CONTACTS

The position requires continuous written and oral communications contacts with internal and external customers at all levels in the District and in Headquarters. The position requirements include representing Caltrans by participating in meetings and interfacing with Federal, State, local and regional agencies, industry associations, contractors, consultants and the public regarding the scope and content of the particular contract. The position requires establishing and maintaining good working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to operate computer for preparation of reports and various forms. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces, and move material samples and equipment. Physical activities vary and any singular physical requirement may be for lengthy periods of time. Hearing and sight are both essential to job performance because the incumbent must be able to hear directions, traffic and equipment, and must see to perform his/her duties safely. Corrected hearing is acceptable. Night vision must be sufficient for safety when working after dark. Must be able to travel to field office and construction site. Must be able to travel to field offices, field meeting locations, and construction sites, may also travel to other District Offices and Headquarters; therefore, incumbent must be able to travel by car or commercial transportation; vehicles will vary from passenger cars to one-ton pickup trucks. This travel may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling of vehicle occupants.

Mental: Must be able to sustain mental activity to write technical reports, resolve politically sensitive problems, manage diverse field issues, and deal with a large number of complex problems simultaneously.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately.

WORK ENVIRONMENT

This position may be required to telework and/or perform in-office/ off site work at assigned locations that are climate-controlled under artificial lighting. This position requires the incumbent to work both indoors and outdoors. Daily field visits are required. While in an office location. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Offices may be fixed buildings or trailers and may be co-located with external partners; local agencies and/or contractor in a combined project office facility. Work generally consists of five-day work weeks and may require travel, after hours, weekend and night work. Vacations/ Leave usage may be restricted during peak times. Night work requires ability to work under and with artificial lighting. Field activities and review locations may be in the metropolitan area or at remote sites in the vicinity of and exposure to ongoing construction projects and on and off-highway vehicular traffic. Outside activity includes exposure to sunlight, moving traffic, loud noise, weather conditions of extreme heat and/or cold (including heat up to 120 degrees, cold as low as 15 degrees), strong winds, rain, sleet, snow, dust, and working on uneven terrain adjacent to heavy equipment while on foot and in vehicle. May come in contact with hazardous materials, pesticides, chemicals (i.e., paints, cleaners, solvents, etc.). Hard hat and safety vest or approved safety shirt, acceptable footwear, and other appropriate personal protective equipment (PPE) must be worn/utilized at all times in the field without exception. The incumbent will be assigned work based on Divisional and/or

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Departmental needs and could be assigned to any office within District 8, which includes San Bernardino and Riverside Counties.

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