

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION	
WORKING TITLE Branch Chief/Field	POSITION NUMBER 907-50x-3161-xxx	REVISION DATE 10/02/2024

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 general direction of the Construction Office Chief, incumbent serves as a Construction Engineers; and/or as a Resident Engineer on a complex project (or group of projects) requiring a large staff to monitor the contractor's operations. Directing the processing of payment to contractors and change orders; responsible for planning, organizing, and directing the difficult engineering and administrative tasks of the District Construction Field Office. Directing the processing of Construction Contract Claims. Possession of a valid certificate of registration as an Engineer issued by the California State Board of Registration for Professional Engineers is required.

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. (Advance Equity and Livability in all Communities - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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 - 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. (Safety First - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action - Integrity)
- **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. (Safety First - Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety First - Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Supervises, assigns, directs, and monitors the work of a staff involved in varied and/or difficult Engineering work in administering construction (e.g. inspection of the work, measurement for payment, quality control, documentation of changes, interpretation of the plans and specifications, assurance of the safety of the public traffic and adjacent residents); analysis, review, preparation and processing of the contract claims; assists in the resolution of contract claims through the partnering process; ensures that safety and environmental statutory regulations, Departmental directives, and Division of Construction objectives are being adhered to. Provides functional guidance and technical assistance to Office of Structures engineers engaged in contract administration.

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20%	E	Represent the Construction Office at various meetings to resolve issues, and confers with others, and interprets Caltrans policies as they relate to construction projects (i.e. Safety Reviews, PS&E reviews, Claims meetings, staff meetings, public information meetings, etc.) Responds to emergency situations on short notice and as needed.
20%	E	Performs investigations, generates reports, reviews, correspondences involving numerous documents, plans and specifications relating to construction activities to include construction contract completion.
5%	M	Plans, schedules, and budgets the resources of the various sections of the Construction Field Office.
5%	M	Develops and recommends changes in policies, programs, standards and concepts.

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

Provides direct supervision to various assigned field staff primarily Transportation Engineers Civil, Transportation Engineering Technicians, and may include other Construction field staff needed for project delivery.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of civil engineering and construction.

Knowledge of materials and methods used in construction.

Knowledge of contract administration procedures.

Ability to supervise subordinates.

Ability to exercise good judgment in dealing with people.

Ability to make fair and equitable decisions in a timely manner.

The assignments made to the incumbent are general covering a variety of construction contracts. The more difficult tasks are the decisions involving the analyzing and interpreting of the plans and specifications, and the resultant contracts with Contractors and their suppliers, and the public. Well over 50% of the incumbent's time are spent on these tasks. These tasks normally are non-repetitive, as each contract has its own on-site problems and design features. Various tasks will be in the construction of highways and other infrastructure-related facilities and related fields.

The incumbent has considerable freedom in the methods utilized to analyze and accomplish assignments, within the guidelines established by Policy and Procedures.

With the increase in construction contracts for freeway widening, safety and sound barriers, and other types of traffic improvements, new methods must be devised to determine compliance with contract plans and specifications. In addition, existing methods must be modified, and solutions found or new unique problems. He/She must also analyze and evaluate recommendations made by contractors, equipment suppliers, and personnel in other District office and agencies.

The incumbent must employ considerable initiative to meet specific work commitments and schedules. The incumbent has full responsibility for efficiently organizing his/her staff to accomplish the daily work, as well as planning to utilize this staff to the maximum on future work. Incumbent is responsible for planning, scheduling, and assuring attendance of staff at appropriate training classes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent has responsibility to take initiative in solving job problems and make final decisions and recommendations within prescribed Policy and Procedures instructions. This responsibility is in both the administration and engineering phases of construction projects increase the cost to the State. Failure to enforce safety requirements could adversely affect public safety or result in unnecessary tort liability for the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with his/her peers, supervisors and subordinates to provide a smooth working organization. It is necessary for him/her to maintain close contact with other offices within the District to provide a coordination of effort. In addition, he/she must deal with Local, State and Federal agencies as part of the work. He/She must also maintain personal contact with the public to minimize the effect of construction operations on nearby property owners and the highway users.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to make frequent construction job site reviews. Construction job sites are typically located adjacent to freeway/highway traffic. This position requires driving for State business and being able to safely operate a vehicle. Occasional travel may be required. Possession of a valid California drivers license is required when operating a State-owned or leased

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vehicle.

The incumbent is required to sustain the mental activity required for detailed analysis and problem solving; for intense negotiations with contractors to resolve potential claims; and to be able to deal with emergency and crisis situations.

The incumbent is also required to have the ability to develop and maintain cooperative working relationship; to respond appropriately to difficult situations; to be able to recognize and deal with emotionally charged issues or problems; be able to organizational and functional changes.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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