

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

Proposed-May consider

CLASSIFICATION TITLE Senior Transportation Eng, CT	OFFICE/BRANCH/SECTION DES/GS/OGDS	
WORKING TITLE Risk Management Coordinator (Specialist)	POSITION NUMBER 559-324-3161-XXX	EFFECTIVE DATE 09/23/2024

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

The Office of Geotechnical Design - South (OGDS) provides support to District and Division of Engineering Services partners in development of transportation projects by providing expertise, investigations, reports, and field staff as necessary to plan, organize, and perform geotechnical studies for structure foundations and geotechnically significant roadway features. Under the direction of the OGDS Office Chief, the Risk Management Coordinator (RMC) oversees the development, implementation, and enhancement of geotechnical risk management of projects throughout Districts 7, 8, 11, and 12.

RMC duties will include coordinating the intake of OGDS projects at the planning and preliminary report phase, performing geotechnical risk assessments, identifying recurring and unique threats, organizing and leading project risk review/mitigation teams. The RMC will serve as the OGDS Quality Representative in support of quality management efforts; perform quality reviews of OGDS reports; develop processes and training to address geotechnical threats and opportunities; and engage in subdivision initiatives to improve quality and efficiency. The RMC will be assigned work on unique statewide teams and on special assignments, including GS response to widespread emergencies and value engineering of alternatives to address complex site conditions, structures, and geohazards.

The RMC must reside in Southern California and work from a primary OGDS office in San Diego, Santa Ana, or Los Angeles. Regular in-person, teleconference, and field meetings with the Office Chief, colleagues, clients, partners, and stakeholders is required. The incumbent must be a licensed Professional Engineer - Civil and must be experienced in Project Development and the discipline of Geotechnical Engineering as related to projects on the State Highway System. Travel to field sites and District Offices throughout Southern California and statewide is required.

CORE COMPETENCIES:

As a Senior Transportation Eng, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **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 -)
- **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 and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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 - Engagement)

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Engagement)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence -)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
60% E	Using civil engineering knowledge and expertise, coordinates Geotechnical Risk Management within OGDS. Develops and refines processes to identify and address risks related to geotechnical investigations, analyses, recommendations and reports. Coordinates project intake, identifies risks, and engages with OGDS personnel to evaluate the impact of risks to resources and quality. Tracks risk response strategies, impacts to projects, and lessons learned. Identifies technical training gaps that present threats to OGDS. Trains and mentors OGDS staff on their role in risk management, threat identification, and intelligent risk response planning and implementation. Assists OGDS staff in the preparation of presentations for DES and District management and design teams to address complex threats to unique projects or to address systemic/recurring threats that may require training of staff or changes to established design policy and practice. Performs quality reviews of OGDS Structure and Roadway related deliverable products. Assists OGDS personnel with resolution of differing site conditions and construction claims, and leads OGDS effort to revise guidance documents based on lessons learned. Participates in GS efforts to improve the project tracking system and the development of data mining tools to monitor OGDS workload and identify opportunities for redirection of manpower or project resources.
15% E	Using civil engineering knowledge and expertise, engages in field activities related to Geotechnical Risk Management. Activities will include reviewing the site of proposed projects to scrutinize project features, subsurface conditions, and site constraints; evaluate project risks; and assist in developing appropriate subsurface investigation plans, design analyses, and recommendations while mentoring OGDS team members and design partners.
10% E	Plans and conducts special investigations and prepares and/or reviews reports related thereto, answers correspondence, and serves as expert witness to Caltrans Legal in matters related to complex projects. Represents Geotechnical Services at public meetings.
10% E	Participates in Caltrans committees (ie rockfall, landslide, etc.) and/or TRB/NCHRP committees, involved in and collaborates in research projects, and performs other duties as assigned by the Office Chief and/or Deputy Division Chief.
5% M	During episodes of intense demand, responds to Major Damage and coordinates GS support of repair efforts. Mentors newer GS staff in emergency response.

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 has no supervisory responsibilities. May act as a team leader over other Transportation Engineers, Engineering Geologists and administrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

• Extensive experience in the project development process from a geotechnical support perspective. Experience in geotechnical support of Planning, Design, Construction, and Maintenance; and the activities and products Geotechnical Services provides to each. Must recognize problematic geotechnical site conditions and reliably assess their impact on planning, design, construction, and maintenance alternatives in the short and long-term.

• A thorough knowledge of soil mechanics principles; soil behavior under various stress paths and stress conditions; laboratory and field soil and rock testing methods and procedures; developing site investigation plans based on landforms, outcrops and other factors; site exploration and sampling techniques and equipment; geotechnical field instrumentation methods and practices; and current computer applications. Must be able to perform and review geotechnical engineering calculations. Must be capable of analyzing lab and in-situ test results and understand the significance and application of test results.

• Extensive experience in the design of shallow and deep foundations, retaining structures, slope stability analyses, landslides, ground improvements, subsurface explorations, soil sampling, and laboratory and in-situ testing procedures.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENTPM-0924 (REV 02/2021)

- Extensive experience in oversight and review of consultant-prepared and Caltrans-prepared geotechnical reports, plans, specifications, special provisions for foundation investigations, earthwork design, construction, design-build projects and CMGC projects.
- The ability to work independently and to make sound engineering decisions based on limited available information and to develop accurate estimates of the scope and time required for conducting geotechnical and geologic investigations.
- The ability to communicate and document effectively in both written and oral forms, and develop effective presentations.
- The ability to interact effectively with individuals and groups from the Department, governmental and regional agencies, and private consulting firms.
- The ability to effectively organize and build teams, refine processes, and respond to difficult problems with flexibility and innovation.
- Advanced training directed specifically toward geotechnical engineering and soil mechanics, and their application to the design of features on transportation projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires independent action and initiative in carrying out the assigned duties. The incumbent will initiate, and make changes to risk management documents, processes, and procedures; and make recommendations on policies. Failure to carry out these responsibilities could result in:

- Diminished opportunities to improve the quality and efficiency of project delivery processes.
- Re-work, extensive delays, and cost impacts on project delivery.
- Significant impact on the internal and external operation of DES, as well as the Department.
- Poor stakeholder satisfaction, and a loss of confidence in Caltrans as a responsible public agency.
- Adverse affects on quality, safety and sustainability of transportation systems.

PUBLIC AND INTERNAL CONTACTS

This position requires frequent contact with personnel in the Department concerning project risk management issues related to in-house developed projects and projects developed by consultants. The RMC will also have regular communication with District personnel, engineering consultants, contractors, manufacturers, vendors, local and federal agencies, and other State personnel. The RMC is required to make project-related presentations to internal functional units and external groups including the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The RMC will sometimes work in adverse conditions and must train and mentor staff who must work in the same conditions.

The incumbent will be required to work on field and construction sites, lift and transport heavy equipment and materials, work with exploratory equipment and collect field data. Landslides and undeveloped sites are often rugged and heavily vegetated. Field and construction site surfaces are often uneven, may have open excavations and may be located on steep slopes. Weather conditions can vary between icy, slippery and wet to hot and dry. The incumbent must have the ability to traverse these sites and withstand exposure to the adverse conditions for long periods of time.

The incumbent must be able to carry and/or use field engineering equipment such as, but not limited to hand augers, surveying equipment, slope inclinometer equipment and core boxes. Other physical requirements of the job include the ability to lift and carry 50 pounds, reach overhead, push or pull, twist, climb, balance, bend, crouch, squat, crawl, and perform fine manipulation. Hearing and sight are both essential to job performance because the incumbent must be able to hear and see directions, traffic, equipment, and other warnings or hazards thereby allowing the incumbent to perform duties safely. Corrected hearing is acceptable. Corrected sight must meet the CA DMV minimum visual acuity requirement. Night vision must be good for safety when working after dark. Incumbent may be required to work at night under artificial light.

While in the office, the RMC may be required to sit for long periods of time using a keyboard and video display terminal.

The incumbent will be responsible to ensure that assigned tasks are carried out in a professional, safe, and exacting manner and in accordance with existing policy, specifications, rules, work plans and guidelines. The incumbent must grasp the essence of new information and master new technical and engineering knowledge; must have the ability to multi-task, adapt to changes in

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

priorities, and complete tasks or project meeting strict deadlines with, at times, short notice.

The incumbent must possess the ability to develop and maintain cooperative working relationships; have a positive, productive, and friendly attitude; and maintain a willingness to learn while exposed to a variety of work environments and teams.

The incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. The RMC will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. The incumbent will be required to work around bulky/heavy materials and equipment, and in proximity to vehicles traveling on active roadways. DES employees may be given temporary assignments on DES projects throughout the State as workload demands. Episodes of continuous travel and field work of up to one week duration should be anticipated.

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
