

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D8/Construction	
WORKING TITLE TE-Civil-Inspector/Construction Support	POSITION NUMBER 908-500-3135-231	REVISION DATE 05/31/2022

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 Senior Transportation Engineer, Caltrans, the incumbent performs a wide variety of engineering work in either an office or a field setting. The incumbent works as a field engineer to ensure contractors are in compliance with the contract documents (Standard Plans, Standard Specifications, contracts plans and Special Provisions) and/or in construction support role to the field engineers. May act as an Assistant Resident Engineer or as a Resident Engineer, or act as a lead person. Under close to limited direction, performs work of average difficulty to high degree of difficulty. Incumbent must possess and maintain a valid driver's license is required when operating state vehicles. This position requires both day and night work. 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 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Pride)
- **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, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **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. (Safety First, Cultivate Excellence - Engagement, Integrity, Pride)

**TYPICAL DUTIES:**

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

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40%	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. 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.
25%	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.
20%	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.
10%	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.
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.

<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**

None. Incumbent may work in a lead capacity, in responsible charge, directing the work of subordinate Transportation Engineers, Transportation Engineering Technicians and administrative staff in the office.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possession and maintenance of a valid driver's license in the State of California is required when operating State vehicles. Incumbent must attend first aid training and possess a valid Standard First Aid Certificate at all times. This position requires knowledge of stress analysis; strength properties; uses of construction materials; mathematics as applied to civil engineering; methods, materials and equipment used in construction and maintenance of transportation structures; surveying; and the methods of proportioning and handling Portland cement concrete. Must be able to prepare clear and concise written correspondence and reports. Must be able to use and reference the State Construction Manual, Standard Specifications, Standard Plans and Special Provisions, Construction and Caltrans Safety Manuals. Must have a working knowledge of and the ability to follow and apply the information contained in the Director's Policies and Deputy Directives. Must be proficient in the use of Excel, Microsoft Word and other engineer related computer programs and software. Must have a basic knowledge in the use of Access.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

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 incumbent will routinely contact other Caltrans personnel, contractors, engineering consultants, the Federal Highway Administration, and industry representatives to transmit or obtain relevant engineering information. These contacts will be verbal or written, as needed, to perform assignments. Must be able to represent the Department in training matters and properly respond to management. Must be able to develop relationships and be willing to partner with local entities in the construction and oversight of projects.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical: Physical activities vary and any singular physical requirement may be for lengthy periods of time. May be required to sit and/or stand for long periods of time. Requires manual dexterity to operate computers (keyboard and video display terminal), field engineering equipment, testing and safety equipment. Activities include field measurements, inspections and observations, in addition to the reviewing and tracking documents and preparation of reports and various forms. Must be able to review

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documents, plans, and specifications in the format provided to field personnel and the contractors. Must be able to review the contract documents as they are maintained by the contract administrators. Required to be trained in first aid/CPR and the ability to apply this skill in the event of an emergency. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces that are near freeways, highways, roads and construction sites. Physical activities require the ability to walk, stand, stoop, bend, twist, crouch, kneel, crawl, push and/or pull, reach overhead and lift, move and/or carry equipment/items weighing 50 pounds or more. 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 vision/hearing is acceptable. Night vision must be good for safety when working after dark. 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. Incumbent must be able to travel using a car; 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 the vehicle's occupants. Mental: Requires sustained mental activity needed for report writing, problem solving, analysis, and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to organize, track and prioritize large volumes of varied documents and the ability to concentrate in order to review documents and meet deadlines. Emotional: Requires the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; must be tactful and treat others with respect.

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**WORK ENVIRONMENT**

This position requires the incumbent to work both indoors and outdoors. This position may be required to telework and the amount of availability will be determined by the Department based on the functions of the position. While at their base of operation, incumbent may work in a climate-controlled office under artificial lighting. 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 colocated with external partners; Local Agency and/or contractor in a combined project office facility. Work generally consists of five eight-hour days and may require travel, overtime, 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, no exceptions. The incumbent will be assigned work based on Divisional and/or Departmental needs and could be assigned to any office within District 8, which includes San Bernardino and Riverside Counties.

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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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