

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D12 / Project Delivery / Office of Construction Field	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 912-502-3135-XXX	REVISION DATE 10/22/2024

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 Senior Transportation Engineer or Construction Engineer, the Transportation Engineer (Civil) performs a wide variety of professional engineering work, including role of an Assistant Resident Engineer or Resident Engineer, in a construction office and/or field setting.

Incumbent inspects progress of the work to assure compliance with contract plans and specifications on all phases of highway construction; responsible for administering construction contracts, inspection of contractor's operations, preparation of change orders, claim response, review of Critical Path Method Schedule, attend and/or conduct various project meetings, closeout of claims and contract; working on minor, major and/or emergency projects throughout the District; assures appropriate measurement and payment is made and that project documentation is completed in accordance with departmental policies and procedures. Incumbent may be required to work nights, weekends and holidays. The position is office centered. Lifting of objects up to 25 pounds may be required. Occasional travel may be required. Possession of a valid driver's license is required for this position.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Performs inspections to assure compliance with contract plans and specifications; has direct and daily contact with Contractor; performs inspection in all phases of contract construction, e.g., traffic control, paving, grading, earthwork, drainage, sewer structures, utility relocations, electrical installations, sign installations, storm water protection plans, and landscaping items. Develops workable and effective solutions to field issues and contract deficiencies; maintains complete, accurate and timely project records; performs quantity calculations for all various phases and prepares progress pay estimates. Assists the Senior Transportation Engineer in resolving contractor disputes and in administering the claims process. Reviews and responds to contractor's correspondence and inquiries, conducts/attends contractor's weekly status meetings and biweekly safety meetings, coordinates with partnering agencies, participates in project's partnering process, generates award applications, weekly statement of working days and other required forms. Coordinates with various functional units for support during construction, participates in kickoff and closeout meetings, confers with contractors regarding compliance with plans and quality of work and construction activity. Administer the project's dispute and claims process. Performs the inspection of contractor's work to assure compliance with contract plans and specifications in all phases of contract construction. Has direct contact with Contractor, developing workable and effective solutions to field issues and contract deficiencies. Prepares daily reports of the work including documenting conversation and other items that affect the work.
40%	E	Assist the Senior Transportation Engineer to administer construction contracts. Incumbent participates pre-construction, kick off, closeout and other project meetings, addresses contractor's correspondence and inquiries, participates in contractor's weekly status meetings, coordinates with partnering agencies, generates subcontractor requests and other required forms, reviews and assists with Weekly Statement of Working Days, coordinates with various functional units for support during construction. Assess, prepare, and manage contract change orders. Review the contract's Critical Path Method schedule ensuring it is in compliance with project work and progress. Reviews shop drawings and performs constructability reviews for proposed projects.
15%	E	Reviews contract documents, scans documents, makes copies, and maintains office and field equipment, including filling paper, toner and doing some basic trouble shooting. Reviews and process as-builts and archives completed project documents. Processes contract administration documents; performs calculations, sorting, filing, photocopying, and other related duties.
5%	M	Reviews and comments on Departmental current and draft policies relating to safety, engineering, and construction.

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 does not supervise, but may be assigned to act in a Lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have demonstrated knowledge of the Department's construction administration process, policies and procedures; technical knowledge of all phases of construction, of materials and methods used, the ability to interpret plans, specifications, and estimates, and other Department resource materials; ability to inspect construction work and determine

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whether it meets contract requirements. Incumbent must be able to speak and write effectively, evaluate situations accurately, take effective action, and deal tactfully on sensitive and controversial matters, negotiate and communicate effectively with Contractors, State and external personnel regarding performance and safety issues; ability to prepare comprehensive reports and correspondence; ability to develop and choose from alternative courses of direction; ability to travel to and work at construction sites throughout the district and during all shifts; ability to see and maintain alertness to the environment day and night is critical. Incumbent is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to effectively make decisions concerning work in progress and in solving assignment related concerns and issues. Work must be performed in an accurate, organized, and timely manner, Failure to handle implementation and administrative issues properly as they arise could result in the unnecessary payment of large claims to the contractor and/or delay in contract completion. Improper management of resources and lack of quality assurance would result in loss of funding and poor delivery to the public.

PUBLIC AND INTERNAL CONTACTS

Incumbent in this position will be required to have continuous written and oral communication with the supervisor, the contractor, design engineers, Resident Engineers, the District's Public Information office, other internal units, and external partners. Incumbent must provide high quality service and establish and maintain courteous and cooperative relations with those contacted in the course of work.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to access construction sites on a daily basis; must possess the ability to transport a variety of objects, lift and carry up to 25 pounds. Incumbent will be required to work extended, night and weekend work shifts on a routine basis. Possession of a valid driver's license is required when operating a vehicle. Incumbent may be required to sit for long periods using a keyboard and video display terminal; sustain mental activity for analysis and reasoning. Incumbent in this position will be required work at project field sites, travel locally or to other areas of the state. May include walking on uneven ground, bending, stooping, and kneeling. Incumbent may be exposed to construction dust, dirt, noise, inclement weather, and live traffic. Incumbent must be able to sustain mental activity to write reports, resolve politically sensitive problems, manage diverse field issues, deal with complex problems, perform audit of man-hours worked, identify equipment/supplies used, problem solve, analyze and develop solutions to field issues and take the initiative to effectuate corrective action; have the ability to develop and maintain cooperative working relationships; consider the needs and perspectives of others; respond effectively to changing and difficult circumstances; and communicate to foster a team environment.

Incumbent shall be responsible for duties as described in this Duty Statement, including working cooperatively with others and building teamwork to perform the duties of this position.

WORK ENVIRONMENT

The incumbent will work in a office centered construction site and field office, and may be required to travel locally, and occasionally, to other areas of the state for training or project meetings. Workload will subject incumbent to frequent night work, frequent changes in work shift, frequent changes of work hours and workdays. Project assignments can be anywhere in District 12, Orange County. Incumbent will be exposed to various work environments, including outdoor traffic, sun, wind, rain, dirt, noise, uneven surfaces and extreme hot or cold during field inspections; in such instances, appropriate safety equipment will be provided. Field office work environment is typically a climate-controlled office. The incumbent may sit for long periods of time while using a keyboard and video display terminal. The hours of scheduled work will be at the discretion of the Senior Transportation Engineer and/or based on organizational needs and construction work schedule. Overtime and/or weekend work may be required. Incumbent will be required to use State issued cell phone and vehicle responsibly in conformance with the Department's policies, and respond timely during duty hours and provide after hours contact information to their supervisors for purposes of emergency response as it relates to their construction projects. Incumbent may be called back to the worksite after incumbent has completed the regular shift. Vacations may be restricted during peak times.

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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.)

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