

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/SES/OSFP&SLA	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 559-220-3135-xxx	REVISION DATE 10/31/2024

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 Bridge Engineer, in the Office of Special Funded Projects and Structure Local Assistance, within the Structures and Engineering Services, the Transportation Engineer (TE) (Civil) is responsible for performing structural review of consultant-designed structures and assisting senior Liaison Engineers in general project duties. Performs reviews of structure-related documents prepared by consultants through all project phases to assure structural adequacy, constructibility and conformance to Caltrans policies and procedures. Reviews consist of making accurate and timely assessments of consultant products, providing necessary comments to ensure conformance to Caltrans standards, and communicating the results to Liaison Engineers in a timely manner. Assists in matters pertaining to the Federal Highway Bridge Program (HBP) and other federal programs.

A valid certificate of registration in California as a Civil Engineer is required for Range D.

As part of your employment with DES there is a mandatory TE-Civil Professional Development Rotation Program that applies to all permanent full-time TE-Civils hired after January 1, 2017. Temporary relocation more than 50 miles from your permanent unit may be necessary for rotation assignments.

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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - 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)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- **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. (Cultivate Excellence - Engagement, Integrity)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Design Phase: Reviews Structure Type Selection packages, plans, specifications, and estimates(PS&E) packages, plans, foundation reports, calculations, and other project development documents to ensure structures economically address the project operational objectives and site conditions. Perform site reviews for local structure projects, prepare notes. Provide input and assistance for timely delivery of local agency plans, specifications, and estimates (PS&Es).
15%	E	Project Scoping Phase: Reviews Project Initiation Documents (PID), Project Study Reports (PSR), Project Study Reports/Project Development Support (PSR/PDS), Project Reports (PR), Advance Planning Studies (APS), and other project scoping documents to ensure the proposed structural solutions are appropriate. Perform site reviews for local structure projects, prepare notes, and may be requested to represent the Structures Local Assistance Branch at formal field reviews. Provide project scope advice on local structure projects during the project development phase. Provide input to potentially initiate new local structure projects.
15%	E	Construction Phase: Reviews Contract Change Orders (CCO) and supporting documents to ensure changes meet the intent of the contract. Reviews shop drawings to ensure conformance to the contract documents. Reviews as-built plans to ensure changes are complete and accurate.
10%	E	Coordinates reviews through other units when required. Distributes consultant-prepared documents as required, monitors review progress, coordinates the comments produced, resolves issues, and incorporates comments as appropriate. May be requested to communicate with District, Headquarters, and local agencies regarding programming, funding, scheduling, and progress for local structure projects. May also provide input on consultant selections for local structure projects.
10%	E	Leads and/or participates on review teams comprised of Transportation Engineer reviewers within the office for multiple structure projects. Distributes documents to team members, and coordinates team efforts to ensure reviews are performed efficiently and review comments are consistent. Obtains, reviews, interprets, resolves issues, and integrates comments. Participates in Value Analysis (VA) studies. May be requested to provide agencies with formal training on structure-related topics. May also be requested to provide input on local structure-related issued for meetings with the District, Headquarters, and Federal Highway Administration.
5%	E	May also be requested to act as a Caltrans team member for disaster relief during a state or federal emergency. May be requested to provide agencies with formal training on HBP structure-related topics. May be requested to act as a Caltrans team member for disaster relief during a state or federal emergency.
5%	M	Assists and substitutes for senior Liaison Engineers to provide accurate and continuous technical coverage of specific projects.

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

None. May act as lead worker on a design review team.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have education or experience equivalent to graduation from college with major work in Civil Engineering. Must have knowledge of the project development process and an understanding of the role and expertise provided by other functional units in DES. Must know design standards, practices, and construction techniques to accurately review consultant-prepared designs, plan details and other documents. Must know techniques used in structural analysis and design methods to evaluate the adequacy of structure designs. Must have a strong command of the English language and of verbal and written communication skills to effectively communicate with Liaisons, functional units, consultants, and others in the course of performing duties. Must be able to maintain cooperative relationships with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Accurate assessments and appropriate decisions made on a timely basis are fundamental in providing high-quality oversight and quality assurance to ensure that structures and documents are of the requisite quality and to avoid project delays, budget overruns, construction conflicts, and future maintenance issues.

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PUBLIC AND INTERNAL CONTACTS

Maintains communication with office staff and functional units. Attends project meetings and discussions that may involve stakeholders such as functional units, local agencies, Federal Highway Administration, and consultants involved in the project development process. May occasionally communicate and coordinate directly with these stakeholders.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to perform tasks utilizing a personal computer and sit for long periods of time. Must be able to concentrate in order to review and create documents. Must be able to multi-task, adapt to changes in priorities, complete tasks or projects with short notice, and meet short deadlines. Must be able to maintain cooperative relationships with others.

WORK ENVIRONMENT

While at their base of operation, 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. Incumbent 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. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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

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