

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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| CLASSIFICATION TITLE Transportation Engineer (Civil) | OFFICE/BRANCH/SECTION 04/Construction/Engineering Support |
| WORKING TITLE Change Order Specialist | POSITION NUMBER 904-501-3135-XXX |
| | REVISION DATE |

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 general direction of a Senior Transportation Engineer, Construction Engineering Support, the incumbent assists the engineering field staff by reviewing and processing change orders and supplemental funds requests. Incumbent will also assist the Senior TE in developing and providing guidance and training to field staff. Knowledge of Construction Administration System (CAS), AMS Advantage, Microsoft Office Suite, Teams and the general job duties of field office engineers and resident engineers is required.

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 - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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 - Engagement, Innovation, 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 - Engagement, Equity)
- **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, Innovation)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, 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 - Engagement, Integrity)
- **Conceptual Thinking**: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

| Percentage | Job Description |
|---|--|
| Essential (E)/Marginal (M) ¹ | |
| 40% E | This constitutes the major portion of the Change Order Engineer's responsibilities. Position requires thorough knowledge of the Change Order (CO) process. CO's must be reviewed for accuracy of form, content, method of payment, time extension and status of funds. CO's are then processed through the appropriate levels for approval in accordance with district delegations and the D4 Change Order Quality Control Plan. |

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| 25% | E | Develop guidance and training materials for field personnel relating to change orders, district policies/procedures and general office engineer duties. This includes one-on-one discussions and classroom style training. Develop desk manuals for the duties of this position. |
| 20% | E | Review and process supplemental funds requests from resident engineers. This includes but is not limited to: coordinating the peer review, processing funds transfer requests and G-12 request memos, updating project allotments in Construction Administration System (CAS) and encumbering/disencumbering funds in AMS Advantage (AMS). |
| 10% | E | Inputs CO data into the CAS and distribute approved CO's within the district and to Headquarters. |
| 5% | M | Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope of the unit as required. |

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

The position does not have supervisory responsibilities. May act as a lead worker over other engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Thorough knowledge of the contract administration process and specifications; ability to read, understand and constructively criticize contract plans. Knowledge of construction practices and methods; ability to analyze and evaluate solutions to construction problems and a willingness to accept a high degree of responsibility and respond quickly to meet needs. Knowledge and use of computers and computer systems is required.

The incumbent must have knowledge and experience in construction project administration. The incumbent of this position must possess extensive engineering knowledge, particularly construction engineering and administration, including factors which influence the impact of transportation facilities on the environment, the community and the economy. Good verbal and written skills are necessary. Excellent communication skills are needed because of the complex issues involved. The ability to act independently in carrying out all responsibilities is also required.

Incumbent must possess extensive analytical ability. The position requires a high degree of analytical ability and a great deal of initiative. The position requires ability to visualize and understand the construction problem involved, the specification(s) that relate to the problem and the ability to develop viable solutions that comply with the policies and specifications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to correctly and expediently evaluate and process a contract change order could result in excessive costs to the State; inadequate or unsafe construction methods or products. Claims by the contractor against the State could result in additional payments being required.

PUBLIC AND INTERNAL CONTACTS

Public and internal contacts are an integral part of the duties. Position requires frequent contact with Resident Engineers and Field Seniors. Internally, the incumbent makes continuous verbal and written contacts with the Resident Engineer, Construction staff, Structures Construction, and other divisions within the District and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to work on a keyboard; manual dexterity; sitting for long periods; may be required to move large or cumbersome reports from one location to another; ability to focus for long periods of time.

Mental requirements: Must grasp the essence of new information and master new technical and business knowledge; must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation, enable others to acquire the tools and support they need to perform well, develop new insights into situations and applies innovative solutions to make organizational improvements.

Emotional requirements: Must have 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. Will

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consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to field offices for training and meetings.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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
