

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 59/DES/PPM&OE/OPD&SCM	
WORKING TITLE Contract Manager	POSITION NUMBER 559-150-3161-XXX	REVISION DATE 11/04/2024

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 general direction from the Chief, Office of Project Delivery & Structures Contract Management, the Contract Manager, a Senior Transportation Engineer (Sr TE) (Specialist) is the authorized representative of the State of California responsible for procuring, administering contracts, and monitoring the consultant's performance to ensure compliance with all contract provisions and to ensure the efficient use of state funds to produce the maximum value for our tax dollars.

**CORE COMPETENCIES:**

As a Senior Transportation Engineer, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Engagement, 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)
- **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 - Equity, Integrity)
- **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 - Engagement, Equity, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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, Equity, Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement)

**TYPICAL DUTIES:**

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

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40%	E	Manage assigned contracts: Tasks include ensuring that contract requirements of scope, budget, and time are adhered to; development of task orders within the contract requirements; negotiating task orders to ensure the best value for the State; approving deliverables and services rendered by a consultant (may include providing engineering/technical reviews) by engaging with functions; ensuring funds are secured and properly encumbered; approving invoices to ensure payment within the Prompt Payment Act; maintaining the integrity of contract files including updated performance and status information; monitoring and evaluating consultant performance; close-out and archiving of contracts. Writing Contract Amendment Documents by seeking inputs from the functional leads. Utilizing the Support Analyst support effectively in Contract Management Activities.
30%	E	Contract Procurement: Coordinating with the Chief, Consultant Services Unit, and assigned Division(s) in identifying specific services to be provided by contract. Determining appropriate contract type, budget, payment method, duration, and applicable goals (Underutilized/Disadvantaged Business Enterprise (U/DBE)/Small Business Enterprise (SBE)/ Disabled Veterans Business Enterprise (DVBE)). Preparing complete procurement package which includes but is not limited to: contracting out pre-approvals; completed Service Contract Request (ADM 360), clear and concise Contract Scope of Work and workload justification estimates; funding approvals; and selection panel recommendations. Reviewing and providing inputs to the function on Scope of Work, Coordinating with the Division of Procurement and Contracts (DPAC) in the preparation of contract Request for Qualifications (RFQ). Participating as a selection panel observer and coordinating with the selection panel members through the consultant selection process, including evaluation of Statement of Qualifications (SOQs), shortlisting firms to be interviewed, interviewing, and selecting the most qualified firm. Actively participating in the contract negotiation process, when requested by DPAC. Training and working with Support Analysts to ensure quality deliverables.
15%	E	Reporting: Every month, forecast and provide detailed contract expenditures and performance for use in the preparation of the Capital Outlay Support Tracking report; forecast and provide detailed task order expenditures and performance in support of assigned Division; maintains progress of draft task orders; provide detailed certified business enterprise usage for each contract for use in the preparation of SBE/DVBE/DBE reports; ensure that accurate information on upcoming contracting opportunities is contained in the "Look Ahead Report". Makes sure the Support Analyst prepares all the necessary reports timely. Prepares memos, factsheets and other communication documents.
10%	E	Meetings: Initiate, facilitate, and participate in meetings for contracts, resource planning, office safety, Quarterly Professional Liaison Meeting, Calmentor Program, and outreaches.
5%	M	Assist the Office Chief to identify contract policy and/or process changes at the District internal or DPAC statewide level. Assist with peer training. Provide peer reviews. Assist the Contract Administration Branch Chief to identify areas of skills development for the Contract Administration support staff. Assist other Senior Engineering Staff as directed by Office Chief during times of peak workloads.

<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**

This position does not have supervisory responsibility; however, will require providing direction and guidance to dedicated administrative support staff. The incumbent may be acting in a lead capacity on an as-needed basis.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must hold a valid certificate of registration, in California, as a Civil Engineer (PE License) and have education or experience equivalent to graduation from college with major work in Civil Engineering. The Contract Manager shall have knowledge of: Regulations and policies and procedures related to the A&E Procurement process, including proposal preparation, contract negotiations, and finance, existing and developing methods of monitoring, tracking and reporting the status of contracts/task orders. The incumbent must have the knowledge to be able to understand the technical/engineering scope of work that is contracted out to consultants. The incumbent must have the ability to work closely with Functional Managers, Consultants, DPAC facilitators, Support Analysts, Project Liaison Engineers, Project Managers, and Headquarters units to establish a clear project scope, which forms the basis for estimating, scheduling, cost control, and general project coordination. The incumbent must have the ability to evaluate and make recommendations concerning the appropriateness of contracting consultant services for various Capital Outlay Support (COS) work efforts.

The incumbent must have knowledge of the various phases of transportation engineering; the missions, goals, policies, and guidelines to be implemented by the Department; contract management; project management, personnel management and supervision; health and safety, and labor relations programs. The incumbent must have knowledge of current departmental

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guidelines, preparation of engineering plans and specifications, the contracting out process, Federal regulations, and current laws in order to ensure proper State compliance. The incumbent must have the ability to identify and resolve issues to persuasively negotiate agreements with various agencies and parties. The incumbent must have the ability to represent Caltrans's interests when coordinating with consultants and understand/evaluate both the performance of consultants and the product they produce. The incumbent must possess excellent written and verbal skills to effectively communicate technical information in reports, correspondence and meetings.

The incumbent must analyze and evaluate the A&E contracts and contract procurement regulations to ensure compliance with Department policies and regulations. The incumbent also must analyze the Scope/Statement of Work developed by the Functional Manager to ensure that it is consistent with contract scope and capacity. The incumbent must analyze all contract documents to do the following: properly manage the development and implementation of complex consultant contracts; to plan, organize, and coordinate effort between consultants, Project Managers, and Functional Managers to ensure timely delivery of an accurate and complete product; develop schedules and milestones with the Project Managers and Functional Managers to track the same. The incumbent must be detail-oriented, flexible in a rapidly changing environment, a team player and must be able to communicate effectively in order to achieve successful job performance.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly interpret and ensure compliance with current contract procurement procedures could result in costly disputes with consultants and local agencies, legal actions, and delays in providing the public with timely highway improvements.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent interacts with higher and lower levels of personnel in the District and in Headquarters' Divisions on a daily basis. This position must maintain effective working relationships with internal and external customers and stakeholders who include: Division of Engineering Services (DES) management, DES Budget Office, Support Analysts, DPAC, Project Liaison Engineers & Functional Managers, Office of Civil Rights, Consultants, and Headquarters functions.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements may require the incumbent to move contract binders from one location to another and to sit for extended periods of time at the computer.

Mental requirements include sustained mental activity for problem-solving. 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 develop new insights into situations, apply innovative solutions to make organizational improvements, and enable others to acquire the tools and support they need to perform well. Emotional requirements include 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 consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, and treats others with respect.

Behaves fairly and ethically towards others and demonstrates a sense of responsibility and commitment to public service.

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### 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.

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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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