

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

|   |   |                |
|---|---|----------------|
| CLASSIFICATION TITLE<br>Senior Transportation Eng, CT | OFFICE/BRANCH/SECTION<br>04/Construction/ |                |
| WORKING TITLE<br>Construction Engineer                | POSITION NUMBER<br>904-501-3161-XXX       | EFFECTIVE 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 the Supervising Transportation Engineer, Construction Manager, the incumbent functions as a Construction Engineer to administer the Construction Program within an area or corridor. The Construction engineer acts as a first line supervisor to have charge of varied and difficult transportation engineering work in the field or office involving the supervision of engineers and others engaged in transportation development activities. Projects may vary from one million to billions of dollars.

**CORE COMPETENCIES:**

As a Senior Transportation Eng, 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - 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. (Safety First - Equity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - 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. (Lead Climate Action - Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Enhance and Connect the Multimodal Transportation Network - Pride)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence - Equity)

**TYPICAL DUTIES:**

| Percentage | Essential (E)/Marginal (M) <sup>1</sup> | Job Description   |
|------------|---|---|
| 35%        | E                                       | Ensures that the project(s) are completed within scope, cost schedule budgeted resources, standards, and practices. Reviews and interprets policies, procedures, guidelines, specifications, and industry standards and applies it to the project, this includes all levels of communication to and from the contractor(s). Ensures that all material tests and estimates are in compliance with the project plans, standard specifications, standard plans, and the construction manual. |
| 30%        | E                                       | Oversees the work of Resident Engineers and advises on and resolves complex construction problems. Reviews contract change orders and recommends the method of payment. Participates in negotiating complex and/or high dollar contract change orders.  |

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| 20% | E | Responsible for public relations to include holding public meetings to inform local residents of upcoming construction work. Assists in keeping local governments and the legislature informed of ongoing construction work, completion of major improvements and significant delays to construction contracts. |
| 5%  | E | Works with the construction office to determine projected workload. This allows the senior to determine staff requirements for the upcoming construction season.  |
| 5%  | E | Responsible for reviewing construction projects to assure the Resident Engineer is monitoring the Contractor's construction safety program adequately and that an effective safety program is being performed. Ensures compliance with Cal OSHA standards.  |
| 5%  | M | Provides instruction in construction related subjects to new employees. Participates in hiring interviews as required. 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.              |

<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**

The Construction Engineer provides general supervision to several Resident Engineers and other District and/or Office of Structures personnel. Assigns, directs and schedules work, and monitors the progress of the unit.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers

Knowledge of: Various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's EEO Program objectives; a supervisor's role in the EEO Program, health and safety and labor relations programs and the processes available to meet their objectives. The Construction Engineer must possess an ability to select competent personnel, appraise their performance and develop their skills.

Ability to: Plan and direct the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively; effectively contribute to the Department's EEO Program objectives. The Construction Engineer handles complex construction project administration problems. This requires good analytical skills to evaluate personnel and other resource needs.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Must make decisions regarding the assignment of construction field personnel. Poor assignment decisions may adversely affect contract administration, quality of the project and proper management of public monies. Determines adequacy of training of assigned personnel.

Reviews project records and the adequacy of funds. Poor judgment in the review of records might result in substandard record keeping which could reduce effectiveness in demonstrating that the project was properly administered. Failure to determine the adequacy of funds could also jeopardize the delivery of transportation facilities and/or result in breach of contract.

Ensures compliance of completed work with plans, specifications, and design concepts. Poor judgment in monitoring the compliance may result in substandard work and mismanagement of public monies.

Confers with design and traffic engineers on complex design/traffic issues. Poor judgment may adversely affect the completed transportation facility.

Approves time extensions on the completion of construction projects. If done without proper justification, this could unnecessarily delay delivery of transportation facilities and/or add to the cost of the project.

**PUBLIC AND INTERNAL CONTACTS**

The Construction Engineer coordinates construction activities within an assigned area; participates in meeting with federal agencies, other state agencies, local authorities, contractors, and the general public. These contacts will be verbal or written, as needed, to communicate. Make oral presentations to the public on the effects of projects as they relate to transportation matters.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employee may be required to move large or cumbersome reports/plans from one location to another; occasional bending, stooping and kneeling; required to walk about on slopes or uneven terrain; required to move about on foot. The workload is subject to frequent, substantial, and unexpected changes within a few months. Needed are the following requirements:

Mental requirements include 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 develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

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.

**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 and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Overtime and night work may be required, and vacations may be restricted, during peak times of the construction project. Employee may also be transferred to work at another construction field office or may be reassigned to work for another Supervising TE and/or a different project due to operational need.

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