

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 04/Construction/	
WORKING TITLE Field Engineer (GENERAL DUTIES)	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:

In the Division of Construction, under the technical direction of a Professional Engineer, the incumbent serves as Field Engineer in one of the following roles: Resident Engineer (RE), Assistant Resident Engineer (ARE) or Office Engineer (OE). This position assists the Construction Engineer as the state's representative on one or more construction projects to ensure the performance of assigned work complies with the current requirements of Standard Plans, Standard Specifications, and Standard Special Provisions. Detailed duties for each role is available upon request.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - 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. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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)
- **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. (Advance Equity and Livability in all Communities - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Lead Climate Action - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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50%	E	RE and ARE are responsible for review and inspection of the Contractor's work and operations in regard to safety traffic control, quality and quantity of work. Ensures Contractor's adherence to the environmental and regulatory conditions of the contract. Ensures that all work is done in accordance with contract specifications. RE will have additional responsibility to resolve contract disputes, prepare as-built plans, confer with various engineers on design, traffic or maintenance problems and recommend design changes. OE has primary responsibility to assist with difficult contract administration activities at a field office. This includes preparing, maintaining complete and accurate documentation regarding construction contracts and projects.
25%	E	RE and ARE are responsible on a daily basis for resolving conflicts between plans and specifications and actual site conditions. Recommends engineering changes in the design of the plans and specifications which are then referred to the Professional Engineer for approval. Drafting Contract Change Orders (CCO) and transmittal memorandums. OE is responsible to receive Extra Work Bills (EWB) from construction contractors. Analyze EWB for accuracy, advise contractor and RE of discrepancies, and enter accurate bills into the Progress Pay System. EWB result from work done under contract change orders.
15%	E	ARE will be responsible for maintaining complete and accurate project information by documenting daily contract records. Responsible for quantity measurements and calculations for work performed and final payment for work done. Determines if project's rate of progress is satisfactory, and if not, takes appropriate action to remedy the situation.
10%	M	Ensures that all materials incorporated into the work are acceptable and of good quality. 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

The Field Engineer must be experienced in highway construction methods and procedures; must possess the ability to communicate information and instructions; must be able to gain the respect of contractors; must be willing to accept a high degree of responsibility; must be able to respond quickly to emergencies; and must be decisive. The position also requires strong writing and oral language skills.

This position requires analytical ability. The Field Engineer analyzes the contractor's methods and procedures to ensure that the work will meet contract requirements. He or she analyzes the plans, specifications, and site conditions to determine if changes are necessary to improve the finished product. In the highly important area of safety, the Field Engineer must study work methods and traffic conditions closely both before and during the work to assure safety. The field engineer analyzes all test results and analyzes production rates and cost data to ensure that available funds are not exceeded.

A Professional Engineers license from the State of California Department of Consumer Affairs is required for Resident Engineers (Transportation Engineer, Range D).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Performance errors in the duties listed above could have serious consequences. For example, failing to ensure that work is carried out in accordance with proper safety practices could result in injury or death to members of the traveling public, to State employees, and to the contract workers. Failing to ensure the quality of material used and/or compliance with document specifications could result in deterioration of and subsequent damage to the structure, with consequent great costs to the State. Anything less than strict control of payment determination could mean excessive and undue cost to the State for work performed. Failing to consider the interests of the public and other agencies adequately could result in damage to these entities. Failing to ensure that the finished product meets the needs of the traveling public could result in damage, delay, and excessive costs to them for years to come. And as a highly visible representative of the State government, the Field Engineer's failure to behave in a correct manner at all times could have a detrimental effect on the State's image.

PUBLIC AND INTERNAL CONTACTS

The Field Engineer's contacts are: with the contractor, the Senior Engineer; with the traveling public; with the residents in the vicinity of the construction; with other agencies, city, county, utility districts, subcontractors, Federal, etc.; and with the District

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Office and Headquarters office staff.

Contact with the contractor and a subcontractor occurs daily and requires diplomacy, forcefulness, intelligence, decisiveness, good communication skills, and strength of character.

The Field Engineer is visible to both the traveling public and resident public both personally and through the results of his or her actions. The Field Engineer answers questions and complaints while maintaining appropriate behavior and an attitude of interest and cooperation.

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

The Field Engineer will be exposed to loud noise, dust; extreme weather conditions at the project sites. 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.

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. The Senior Transportation Engineer will set working hours. 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 senior and/or a different project due to operational need.

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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