

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Sr Bridge Eng	OFFICE/BRANCH/SECTION DES/SES/ODTS	
WORKING TITLE Design Branch Chief	POSITION NUMBER 559-220-3185-004	REVISION DATE 11/27/2024

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 Supervising Bridge Engineer in the Office of Design and Technical Services (ODTS), the Senior Bridge Engineer (Supervisor) is responsible for supervising and directing the work of a design branch in developing contract documents and standards for bridges, structures, and specialized transportation-related structures, and in performing research studies. The incumbent schedules, assigns, directs and coordinates the work of a design team in the development of contract documents for bridges and transportation structures using special designs. This work includes the design of sign, signal, and lighting structures; earth retaining and underground structures; and barrier and sound-wall structures.

The incumbent must possess a valid certification of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

**CORE COMPETENCIES:**

As a Sr Bridge Eng, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Equity, 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, Lead Climate Action, Advance Equity and Livability in all Communities - Integrity, Pride)
- **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. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Motivational Support:** Skilled at enhancing others commitment to their work. Recognizing and regarding people for their achievements. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety First, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Integrity)
- **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 - Engagement, Integrity)

**TYPICAL DUTIES:**

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

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30%	E	Schedules, assigns, directs and coordinates the work of a design team in the development of contract documents for bridges and transportation structures using special designs. This work includes the design of sign, signal, and lighting structures; earth retaining and underground structures; and barrier and sound-wall structures. Works closely with DES functional units, Districts and Headquarters to assure timely and consistent decisions and products. Duties include major role managing consultant oversight projects involving ancillary bridge structures. Reviews and approves structural transportation-related designs, both in-house and consultant design, and reviews and comments on technical and project delivery guidance documents.
20%	E	Meets with and communicates verbally and in written form with other DES units, District design and project management staff on project delivery related issues. Such issues include project status, support resourcing, schedule, cost, risk management and quality management to ensure cost effective and timely project delivery. Acts as Task Manager for WBS Tasks on responsible projects. Proactively reviews project scope and schedule for each project from task 150 through task 250, to ensure successful delivery. Proactively coordinates with other functional units within DES and District design to meet delivery commitments and considers site and environmental restrictions and other project risks in developing the scope and schedule.
15%	E	Reviews and ensures that technical guidance material, standards and research are integrated appropriately into the design process in accordance with departmental policies and state of the practice. These include Construction Contract Standards (e.g., Standard Plans, Standard Specifications, SSPs, etc.), AASHTO Specifications as adopted/amended by Caltrans, Structure Technical Policies, Bridge Design Memos, Memos-to-Designers, Bridge Design Details, Bridge Standard Detail Sheets, etc.
15%	E	Supervises staff consisting of engineers and detailers; counsels staff on appropriate work ethic and conduct; monitors attendance and work throughout; disciplines staff as necessary to maintain cohesive working unit. Counsels staff on effective work habits and guidelines for efficient, quality design. Develops staff knowledge and ability through training and work assignments. Recruits and hires new staff to fill vacancies.
10%	E	Provide technical support for project delivery activities during design and construction, with a focus on special design solutions for the more complex nonstandard design situations.
10%	M	May serve as Technical Committee chair or member in the review, development, and recommendation of changes to design policies, procedures, and criteria. Writes reports; analyzes and prepares correspondence and performs other duties as required. Enbraces BIM4i Software use on upcoming work to meet Departmental implementation goals.

<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**

Directly supervises the work of Transportation Engineers and Structural Design Technicians.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Employee must hold a valid certificate of registration as a Civil Engineer. Must have education equivalent to graduation from college with major work in civil engineering.

**Knowledge of:**

- Purposes, organization, policies, and procedures of the Department of Transportation and the Division of Engineering Services.
- Methods of design and construction of various types of bridges and transportation-related structures.
- Characteristics of materials and equipment used in structure design and construction of bridges and transportation-related structures.
- Methods of stress analysis for both statically determinate and indeterminate structures, of the determination and influence of deflection on the stresses in structures and of design practices and bridge or structure engineering as applied to transportation related structures.
- Principles of project management including scope, schedule and budget. Understands the composition of the PS&E Packages and components therein for completeness and quality.
- Principles of personnel management, including related Department guidelines such as the "Supervisor's Guide to Employee Conduct and Discipline".
- Consultant contracting process, including consultant selection and contract management.
- External financing of transportation facilities.
- Budgetary and resource matters; economics of bridge design and financing and handling of construction work by contract.

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### Ability to:

- Plan, direct and coordinate the work of a group of engineering and technical staff.
- Analyze technical situations accurately and recommend or adopt an effective course of action.
- Address an audience effectively; work effectively with Caltrans' districts, consultants, local government agencies and other transportation financing agencies.
- Initiate correspondence and prepare complete and comprehensive reports.
- Be flexible and adaptive to changes.
- Work successfully with others to gain their respect and confidence.

The work done is that of a professional civil engineer engaged in the design of complex transportation structures, special designs for the technical specialists and small buildings. He/she is required to be consistently searching for new methods and approaches to simplify the necessary calculations. Considerable analysis and study is required to solve the problems presented.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

- Has the professional responsibility to assure the safety of the traveling public at a cost that is an effective use of public funds.
  - Errors in judgement and decisions could affect public safety or result in liability for the Department
  - Structural failure can be catastrophic due to loss of life, disruption in goods movement, and/or delays to the traveling public.
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### PUBLIC AND INTERNAL CONTACTS

Employee maintains communication with all personnel assigned to his/her branch and technical specialists. He/she holds meetings and discussions with other groups within the Division of Engineering Services, such as Project Management, Geotechnical Services and the Office of Transportation Architecture, to resolve questions and problems concerning the project. He/she also handles routine communications with District personnel regarding the project. Is frequently called on to deal with consultants' employees of cities and counties, etc., regarding transportation structures design and details.

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### 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 grasp the essence of new information and master new technical and business knowledge. Must be able to organize and prioritize workload. Must be able to concentrate in order to review and create documents and meet deadlines at times. Must be able to maintain cooperative relationships with others.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

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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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