

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Supervising Bridge Engineer	OFFICE/BRANCH/SECTION Division of Engineering Services / Structure Construction	
WORKING TITLE Headquarters Office Chief	POSITION NUMBER 559-501-3184-001	REVISION DATE 11/08/2024

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 general direction of the Division of Engineering Services (DES) Deputy Division Chief, Structure Construction (SC), the Headquarters (HQ) Office Chief provides for statewide procurement, balancing, development, support, and management of personnel and other resources for SC; assists the DES Deputy Division Chief in the development of statewide policy; develops SC's training program, oversees all SC developed and maintained technical manuals, and provides direction in the administration of contracts to assure uniformity statewide. The HQ Office Chief handles complex and often controversial technical engineering and administrative problems; represents the subdivision and Department at meetings and conferences; prepares correspondence and reports. The HQ Office Chief must maintain a valid certificate of registration as a civil engineer in California.

**CORE COMPETENCIES:**

As a Supervising Bridge Engineer, 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. (Safety First, Cultivate Excellence - Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **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, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Responsible for determining the subdivisions staffing and resource requirements. Responsible for overseeing approximately 440 people, an average annual support budget of \$87,000,000 and a \$500,000,000 annual average capital budget. Duties include managing the Personnel Services budget, Operating Expense budget, and the acquisition of PYE's by A/E contract.

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30%	E	Oversees the SC Headquarters office operations including Employee Management branches (e.g. hiring, professional development, etc.), Project Management (e.g. PRSM, VISION resources, travel and extraordinary needs budgets, etc.) branches, Construction Contract Support (e.g. foundations, falsework, trenching and shoring), Training (e/g/ Mandatory, Winter Training, ACI certification, First Aid, Fall Protection, and staff career development); as well as technical specialist areas of Foundations, Temporary Support Systems, Trenching and Shoring, and QMS.
15%	E	Conducts periodic field reviews to ensure that bridge construction inspection practices are uniform and follow stated policies and procedures; formulate policy for uniform contract administration statewide and assure implementation; support the Deputy Division Chief in administering the overall Structure Construction program.
15%	E	Exercises administrative supervision; delegates and assigns work; appraises performance of subordinate staff; monitors productivity and workflow; coordinates unit activities and personnel utilization; provides periodic review of projects as work progresses to assure compliance with goals and objectives, and employee safety. Oversee the development of SC's work plans for the DES Technical Steering Committee. Prepare Management Message for delivery to all SC employees. Oversee the performance of Asset Management and the triennial inventory. Oversee the development and maintenance of Structure Construction's Emergency Operation Plan.
10%	M	Serves as a liaison between SC headquarters and SC Area Construction Managers, districts, Structure Design, Materials Engineering and Testing Services, Structure Maintenance and Investigations, and other State and outside agencies.

<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**

Typically supervises five to seven Bridge Construction Engineers and approximately 15 engineering and administrative employees in varying classifications.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

A thorough knowledge of the methods of design and construction of various types of bridges and transportation related structures; materials and equipment used in construction, contract administration and laws and codes governing construction by contract. Ability to plan and direct the work of others; analyze situations accurately and adopt an effective plan of action; prepare correspondence, reports, articles for publication and address an audience effectively. Ability to analyze and develop solutions for difficult technical and administrative problems related to construction work and the ability to develop new construction techniques and specifications.

Knowledge of project and resource management as it applied to construction projects delivered using standard and alternative delivery methods and implemented by the state or regional transportation agencies. Knowledge of the proper use of field engineering equipment such as, but not limited to basic surveying instruments, concrete testing equipment including Kelly ball, straight edge, and profilograph.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for ensuring the administrative integrity and technical control of Structure Construction projects and for the safety of assigned employees. Structure Construction projects include those delivered using standard and alternative delivery methods and implemented by the state or regional transportation agencies. Incorrect decisions could result in the loss of life, structural failure, and substantially increased costs to the state.

**PUBLIC AND INTERNAL CONTACTS**

In a team capacity, coordinates with SC Management to assure maximum and efficient utilization of staff and other resources. Effectively participates in negotiation, administration, planning, and engineering meetings as SC's representative. Acting liaison between SC HQ and the construction projects, the Districts/Regions, Public Information Offices, other DES units and other State and outside agencies including regional transportation agencies. Exercises a wide latitude for project related contacts with Structure Design and Maintenance, Headquarters units, Districts, Regions, public agencies, private firms, and contractors.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Possession and maintenance of a valid Professional Engineer's license as a civil engineer in the State of California. Possession

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and maintenance of a valid driver's license in the State of California. Ability to develop and maintain cooperative working relationships; respond to difficult situations; recognize emotionally charged issues and problems and be able to acknowledge and validate the various responses.

In a field setting the incumbent must be able to climb ladders and steep inclines, ride in elevators and perform work from heights which may be over 500+ feet above the ground or water.

In an office setting the incumbent may be required to sit for long periods of time using a keyboard and a personal computer. Incumbent must have the ability to multi-task and adapt to changes in priorities.

Incumbent must be able to hear directions and see and hear traffic, and equipment to perform their duties safely. Corrected hearing is acceptable. Sight must be corrected to the State of California, Department of Motor Vehicles standards for safely driving a vehicle.

This position is essential to the successful operation of SC and statewide project delivery. The incumbent ensures that the SC functional unit (office) is managed and coordinated, including procurement and management of SC equipment; that SC's products are provided timely so that project delivery is not adversely affected; and that innovative technology and VECP's are evaluated and made available. This position requires an ability to develop and maintain cooperative working relationships with district, DES, and headquarters staff, to respond appropriately to difficult situations, and to make timely and effective decisions.

Incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

### WORK ENVIRONMENT

Incumbent will be exposed to various work environments. In the office setting, incumbent must be able to stand and/or sit for prolonged periods of time and will be exposed to artificial lighting in a climate-controlled area. Travel is required, therefore incumbent must be able to travel using a car or commercial airline. Incumbent may be exposed to loud noises, dust, chemicals, extreme weather conditions, sunlight while out in the field. Must be able to lift 50 pounds and climb steep inclines.

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.

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

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