

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D-9 Project delivery - Engineering - Branch G	
WORKING TITLE TRANSPORTATION ENGINEER - CONSTRUCTION	POSITION NUMBER 909-207-3135-911	REVISION DATE 12/10/2024

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 Construction Engineer, the Transportation Engineer (Construction) performs a wide variety of professional engineering work in either a field or office setting. Incumbent is directly responsible for administration of construction contracts and reviews contractor work in accordance with the Construction Manual.

Incumbent reviews progress of the work to assure compliance with the contract documents. This will include progressive monitoring of materials and methods used as well as inspection of the finished products prior to acceptance. Incumbent assures appropriate measurement, payments are made as necessary, and all project documentation is completed in accordance with departmental policies and procedures. Incumbent is responsible to pro-actively review the contract documents to anticipate, identify, and/or prepare any change orders needed to resolve conflicts and/or recommend improvements.

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.

- **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 - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence - Engagement)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation, Integrity)
- **Diagnostic Information Gathering**: Identify information needed to clarify a situation, seeking that information from appropriate sources. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

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

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50%	E	Provides direction to staff to ensure complete, accurate and timely contract records, pertaining to construction progress, job expenditures, budget programs, and work order balances, are maintained in accordance with the State and Federal regulations and laws. Confers with contractors regarding compliance with plans and quality of work and construction activity. Performs field inspections of contractor's work to determine compliance with plans, specifications, special provisions, utility agreements, etc. Prepares reports, as well as reviews and incorporates the daily inspection reports from Field Inspectors, in documenting the contractor's activities. Maintains accurate and complete project records and ensures compliance with departmental policies and procedures. Calculates and documents field quantities for payment purposes. Documents as-built condition of constructed facility.
20%	E	Prepares contract change orders for the purpose of making alterations, deviations, additions to or deletions from the plans and specifications to ensure proper completion or construction of the contract. Formulates, researches, and develops solutions for field conditions that necessitate a contract change order. This may include doing any necessary engineering re-design work. Provides consultation services to Design staff on constructibility issues and assist in completing plans, specifications, and estimates.
10%		Ensures safety of State employees, contractor's employees, as well as traveling public by observing contractor's operations and traffic conditions, making recommendations, and taking corrective action when necessary. Reviews contractor operations for compliance with CAL OSHA regulations.
10%	E	Resolves and responds to contractor disputes in a timely manner as provided by the contract. Elevates to the Construction Engineer all disputes beyond the authority of the Resident Engineer to act, if appropriate. Prepares draft claim reports for District Claims Office when required. Reviews shop drawings and assists in constructibility reviews for proposed projects.
10%	M	Performs general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, administration of documents, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.

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

This position does not provide direct supervision. The Transportation Engineer (Construction) performs lead-worker responsibilities including coordinating the activities of a small group of staff which may include inspectors, testers, or office engineers. Informs the Construction Engineer of staffing needs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Thorough knowledge of construction practices is necessary.

ANALYTICAL REQUIREMENT

Complexity of work problems requires good analytical ability. Problems could vary from basic earthwork and grading calculations to the development of special staking procedures and redesigning facilities to fit existing field conditions.

Apply sound judgment, analyze situations accurately, develop and choose from alternative courses of direction, and take effective action.

Comprehend and interpret Contract Plans, Standard Plans and Specifications, Special Provisions, and Change Orders; assess contractor's field operations for safety purposes; determine if Contractor has adequate and competent staff performing required work in compliance with the contract.

Assess conflicts in the contract documents and determine a best course of action; assess and respond appropriately to internal and external personality conflicts that may interfere with progress of the work; assess circumstances that may require elevation of issues to appropriate level for resolution.

Inspect construction work and determine whether it meets contract requirements.

Recognize deficiencies as they arise and develop workable and effective solutions.

Identify innovations that will increase productivity, reduce costs, and maintain or improve quality.

ABILITIES

The incumbent will be required to do mapping and drafting and make neat and accurate computations and engineering notes and prepare reports; prepare designs, plans and specifications for projects and perform basic drafting; inspect construction work and determine if it meets specification requirements; evaluate and implement utility relocation plans; analyze situations accurately and take effective action; prepare basic correspondence and reports.

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Ability to perform simple field surveys and other engineering tasks as required.
Ability to provide leadership and guidance to staff to successfully accomplish assigned tasks.
Ability to negotiate and communicate effectively, verbal and written.
Ability to establish and maintain professional and cooperative relations with those contacted in the course of work, including Contractor's and State's personnel regarding performance and safety issues.
Ability to prepare comprehensive reports and correspondence.
Ability to travel to and work at construction sites throughout the district and during all shifts.
Ability to see and maintain alertness to the environment at night is critical.
Ability to make neat and accurate computations and engineering notes and to prepare reports.
Ability to operate office equipment, i.e., computers, telephone, fax, and copier machines.
Ability to work cooperatively with team members and supervisors.
Ability to be innovative in resolving issues for the benefit of the department and earn the trust of the general public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to effectively make decisions concerning work in progress and in solving field problems. Failure to handle implementation and administrative issues properly as they arise could result in the unnecessary payment of large claims to the contractor and/or delay in contract completion. Improper management of resources and lack of quality assurance would result in loss of funding and poor delivery to the public.

PUBLIC AND INTERNAL CONTACTS

This position requires continuous written and oral communication within and outside of Caltrans. Incumbent must maintain close communication with the Construction Engineer, contractors, field personnel, and construction administration staff as well as with the public to solve community project problems and to advise them of work conditions affecting the neighborhood. Incumbent must establish and maintain friendly and cooperative relations with those contacted in the course of work.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

PHYSICAL: Physical activities vary and any singular physical requirement may be for lengthy periods of time. May be required to sit and/or stand for long periods of time. Requires manual dexterity to operate computers (keyboard and video display terminal) for long periods of time, field engineering equipment, testing, and safety equipment. Activities include field measurements, inspections and observations, in addition to reviewing and tracking documents and preparation of reports and various forms. Must be able to review documents, plans, and specifications in the format provided to field personnel and the contractors. Must be able to review the contract documents as they are maintained by the contract administrators.

Required to be trained in first aid/CPR and the ability to apply this skill in the event of an emergency. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces that are near freeways, highways, roads, and construction sites. Physical activities require the ability to walk, stand, stoop, bend, twist, crouch, kneel, crawl, push and/or pull, reach overhead and lift, move and/or carry equipment/items weighing a minimum of 40 pounds.

Hearing and sight are both essential to job performance because the incumbent must be able to hear directions, traffic and equipment, and must see to perform his/her duties safely. Corrected vision/hearing is acceptable. Night vision must be good for safety when working after dark.

Must be able to travel to field offices, field meeting locations, and construction sites; may also travel to other District Offices and Headquarters; therefore, incumbent must be able to travel by car or commercial transportation. Incumbent must be able to travel using a car; vehicles will vary from passenger cars to one-ton pickup trucks. This travel may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling of the vehicle's occupants.

MENTAL: Requires 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 organize, track, and prioritize large volumes of varied documents and the ability to concentrate in order to review documents and meet deadlines.

EMOTIONAL: Requires 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. Must consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; must be tactful and treat others with respect.

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WORK ENVIRONMENT

The incumbent will work in the district office, field and field office. Employee may be required to travel locally, and sometimes to other areas of the State for training. Workload may subject incumbent to night work, frequent changes in work shift, frequent changes of work hours and workdays, and geographic transfer. Incumbent will be exposed to various work environments. Vacations may be restricted during peak times. Incumbent may be required to travel on short term and/or long term expenses, living away from their permanent residence during the workweek.

Incumbent will be required to use state issued cell phone and vehicle responsibly in conformance with the Department's policies, and respond timely during duty hours and provide after hours contact information to his/her supervisor for purposes of emergency response as it relates to his/her construction projects. Incumbent may be called back to the work site after he/she has completed the regular shift.

This position requires the incumbent to work both outdoors and indoors. Outdoor activity includes exposure to moving traffic, working on uneven terrain, adjacent to heavy equipment, chemicals, lab conditions, gas, fumes, high decibels of noise, dust, humidity, and weather conditions of extreme heat and/or cold. May require working in the field at night. Night work requires ability to work with artificial lighting. While indoors, performs tasks related to contract administration, documentation, and/or communications with other personnel. Work locations may be in the vicinity of the construction project. Office space may be in the office building and/or trailers.

Hard-hat and safety vest, or approved safety shirt, and long pants – no shorts or cut-offs – must be worn at all time in the field, without any exceptions. Personal safety requirements include but are not limited to: work boots, in good sturdy condition, must be worn to provide foot and ankle support and protection. Provided safety gear, hard-hat, safety glasses, and safety vest, hearing protection devices, gloves, respirator, and other gear must be worn as required by the Department.

This position may be eligible for partial TELEWORK. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions.

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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