

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D10/ Division of Maintenance/ Maintenance Engineering	
WORKING TITLE Transportation Engineer (Bridge/Drainage Coordinator)	POSITION NUMBER 910-600-3135-XXX	REVISION DATE 12/20/2023

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 Senior Transportation Engineer (Chief, SHOPP/Minor A Maintenance Engineering), the incumbent will serve as the District 10 (D10) Bridge/Drainage Coordinator initiating D10's bridge and drainage projects by interacting with Regional Maintenance and other functional units, coordinating with Headquarters (HQ) program advisor for strategic implementation in 10-year SHOPP Plan, and 2-year Project Initiation Document (PID) providing strategies and conceptual reports, to determine the anchor project's needs. Demonstrates knowledge in different bridge and drainage preservation strategies, and assists the D10 Asset Management Team. This position requires working independently and as a team member to complete assignments.

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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Innovation)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Safety First, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **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, Equity)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Equity, Integrity)

TYPICAL DUTIES:

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

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40%	E	Serves as District Program Coordinator and interacts with HQ Advisor, Regional Maintenance, Area Maintenance Bridge Engineer (AMBE) and other functional units when initiating projects under bridge maintenance; Minor A, and major capital projects under SHOPP 110, 111, 112, 113, 114, & 119 programs. Must track all capital projects and coordinate with maintenance projects that have been initiated under these programs.
25%	E	Serves as District Program Advisor managing the Bridge SHOPP/Minor A Program for the District. Review Bridge Inspection Reports (BIR) to initiate, prioritize, develop, and manage projects for strategic implementation in 10-year SHOPP Plan, and 2-year Project Initiation Document providing strategies and conceptual reports to assure projects meet the purpose, need, and requirements of the individual programs.
20%	E	Serves as District Program Advisor managing the Drainage SHOPP/Minor A Program 151 for the District. Review Culvert Inspection Management System (CIMS) to initiate, prioritize, develop, and manage projects for strategic implementation in 10-year SHOPP Plan, and 2-year Project Initiation Document providing strategies and conceptual reports to assure projects meet the purpose, need, and requirements of the individual programs.
5%	E	Attend Project Development Team (PDT) meetings, project reviews, and constructibility reviews. Provide the PDT with recommended bridge and drainage rehabilitation and replacement strategies for highway projects providing recommendations pertaining to structures. Review and comment on Project Reports, Plans, Specifications, and Estimates, and Encroachment Permit projects.
5%	E	Ensures that all work performed by others for District structure design comply with current standards, policies and procedures as laid out in the Highway Design Manual, Bridge Design Manual, Plans Preparation Manual, RTL Guide, Design Information Bulletins, other policy bulletins, other documented statewide and district management approved manuals, directives, guidance, and memorandums.
3%	E	Ensure that reimbursement of high-load hit repair costs are pursued with the responsible parties.
2%	M	Conduct field reviews, perform other engineering work as necessary, and assist Mountain and Valley Maintenance Regions with their needs related to structures. Notify local agencies regarding their bridge work obligations and responsibilities in accordance with the Freeway Maintenance Agreement.

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 incumbent does not directly supervise others but may act in lead capacity and may be called upon to act in the absence of the supervisor for short periods of time. Incumbent may be directed to assist with training of newly assigned personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of:

- Computer software including; E-mail, Word, Excel, PowerPoint, Microstation, GIS.
- Project Development Procedures Manual, Highway Design Manual, Bridge Design Manual, and Construction Manual.
- Caltrans' organization and Departmental policies; policies (design, construction, maintenance, management, etc.)
- Procedures, Caltrans standards, and other factors that need to be considered in the planning, design, construction, maintenance, principles of bridge health and preservation.

The ability to:

- Make Engineering Calculation
- Provide leadership, guidance, and oversight regarding pavement preservation to staff
- Make sound engineering decisions and clearly express ideas, situations, plans and decisions, both verbally and in writing.
- Organize and prioritize projects, keep documents and review bridge recommended data from SM&I.
- Establish and maintain friendly and cooperative relations with those contacted.
- Prepare engineering and estimates related to pavement an construction items related to bridge and structure projects
- Prepare Project Initiation Documents (PID)

Analytical Requirements:

- Analyze basic principles of economics, such as life cycle cost analysis and benefit/cost analysis, as applied to projects.
- Analyze situations to identify potential conflicts/risks and take effective actions.
- Analyze issues and reach an independent decision to a solution.
- Analyze schedules and provide an action plan for meeting deadlines.
- Analyze bids on emergency contracts and recommend award.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Bridge Coordinator provides engineering support to field maintenance and other functional units. The incumbents engineering judgment should conform with Caltrans standards, policies, and procedures related to structure issues. Errors in project recommendations and reviews could result in the waste of the employee's time, delay of projects, incorrect data being relayed to functional units, increase in construction costs, and tort liability for the Department. The incumbent is responsible for working independently and exercising initiative in carrying out assigned duties. The incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of State time, equipment, and materials. Improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to disciplinary or adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

This position requires maintaining an effective, cooperative, and professional relationship with Project Managers, District Management, District Maintenance, Central Region staff, Headquarter Divisions, local agencies, and the public. Contact with other State agencies, local agencies, and the public is an essential part of the position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships with internal and external personnel. The employee will be required to drive a company vehicle for field reviews and investigations throughout the District's mountain and valley areas. The employee may be expected to move engineering equipment weighing up to 50 pounds, occasional bending, stooping, kneeling, walking, and digging while performing field work. Must conduct oneself in a professional manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The incumbent will work at workstations within shared cubicles primarily in a climate-controlled office under artificial lighting. Building temperatures may fluctuate due to unexpected heating and air conditioning problems. The incumbent will be required to urgently travel for one-day trips as well as overnight trips and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather) and various terrain.

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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