

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 5/Construction	
WORKING TITLE Claims Engineer	POSITION NUMBER 905-501-3135-XXX	REVISION DATE 12/11/2024

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 Senior Construction Engineer (Sr. Claims Engineer), the incumbent serves as a Claims Engineer evaluating disputes and claims. Incumbent is responsible for supporting the District 5 Senior Claims Engineer and staff of assigned construction projects. Incumbent analyzes contract documents, special provisions, plans estimates, regulations, construction progress, and makes decisions and/or recommendations on disputes, potential claims, and contract claims. Assist RE with the preparation for Alternative Dispute Review position papers, prepare Construction Claim Findings, and maintain claims databases. Incumbent serves as a member of a multidisciplinary team that performs constructability reviews at defined stages of the project development process. Supports and advises project development staff in the development of design schedules related to constructability review and the development of the working day estimate.

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. (Cultivate Excellence - Engagement, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation, Pride)
- **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 - Equity, 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 - Engagement, Equity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Enhance and Connect the Multimodal Transportation Network - Engagement, Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Cultivate Excellence - Engagement, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
40% E	Analyze disputes, potential claims, and claims. Advise Construction Engineers in the resolution of complex disputes and claims (including differing site, work character, and delay claims) provides support to field offices on resolution of potential claims and administration of the Dispute Resolution process. Performs claims research and prepares Construction Claim Findings. Assists with District Management Meetings. Perform data entry for District claims and HQ claim databases.

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40%	E	Performs reviews of Project Initiation Documents (PID) and Project Reports during the study phase as well as Plans, Specifications and Estimates (PS&E) reviews at various defined design stages as outlined in the latest policies on Constructability Reviews. Coordinate with Project Engineer and assist in determining the number of working days during the entire project development process using Critical Path Method industry standards and P6. Collect and correlate data from past construction projects to ascertain valid production rates to ensure quality working day estimates. Calculates and reviews plan quantities, elevations and roadway geometry. Reviews construction work stages for both workability and safe traffic handling. Ensures the project has adequate funds included for RE office, Department Furnished Materials, contingencies and other supplemental work. Reviews project specifications for appropriate materials, construction methods, lane closures and pay clauses to ensure accuracy and consistency. Reviews Cross Sections as part of the PS&E process. Attends Constructability Review and Project Development Team (PDT) meetings to participate and present Construction's comments and address inquiries from other functional units. Participate in the development of a Lessons Learned program.
10%	E	Reviews and analyzes Change Orders (CO) for compliance with Contract documents, the Construction Manual, and District 5 and Headquarters (HQ) Change Order policies. Uses Engineering judgment to analyze submitted change orders and provides relevant and pertinent guidance to Resident Engineers (RE). Evaluates change orders for all stages of projects during construction including, but not limited to prior approvals, Value Engineering Change Proposals (VECP), Dispute Resolution, and confidential settlements. Works with HQ Change Order desk to obtain approval on COs when required. Has working knowledge of D5 and HQ Change Order policy and procedures and the Construction Manual as it applies to Change Orders. Provides training and guidance to field personnel on CO preparation, processes, and requirements of the Construction Manual.
10%	M	Assists with project close out and provides assistance to the Legal Department for projects in Arbitration.

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires an independent self-motivated individual. Requires knowledge of transportation design and construction terminology, methods and concepts such as horizontal and vertical alignments, structural sections, traffic operations, drainage systems, maintenance and construction work along with departmental policies and procedures, especially related to constructability review, Lessons Learned, CPM, and claims. Experience with CPM and Primavera P6 is desirable.

The incumbent must have an understanding of the project development process, construction methods and practices, and plan preparation processes. Must have knowledge of the Construction Manual, Standard Specifications, and Special Provisions. Must be able to prepare technical reports and correspondence. Incumbent is required to have a moderate degree of analytical skill to determine if construction work complies with the contract documents and interpret plans and specifications correctly.

Must be able to prepare and effectively edit technical reports and project correspondence. Incumbent is required to have a commensurate degree of analytical skill to determine if construction disputes or claims have merit and determine if CPM schedules submitted meet contract specification requirements.

Must have the ability to make neat and accurate mathematical calculations and engineering notes. Demonstrate the potential to assume progressive journey level responsibility; organize/arrange data to produce effective work products without repetitious direction. Must be able to communicate with others, both verbally and in writing, and possess interpersonal skills necessary to be an effective team member. Working knowledge of computer application programs such as Word, Excel, and Adobe applicable to office and field office transportation engineering work is a must.

Knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering, stress analysis, mechanics, strength of materials, properties and uses of engineering materials, methods and equipment of engineering construction, engineering economics, hydrology and hydraulics.

Must have the ability to perform project management techniques such as tracking and monitoring milestones and schedules in performing project closeout activities. Ability to: read and write at a level required for successful job performance.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for coordinating & performing constructibility reviews and analyzing construction disputes and claims. An error in decision or judgment may unnecessarily delay projects, increase engineering and/or construction costs, allow lower quality of work and cause undesirable environmental impacts.

Failure to understand and failure to incorporate appropriate standards, requirements and policies into work product may result in increased project costs and risk for the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to communicate effectively with others. Incumbent has frequent contact with Construction Office Chiefs, Project Managers, Design Engineers, Construction Seniors, Resident Engineer, engineering consultants, and Construction Headquarters staff. This position has contact with other agencies and contractors. Good communication skills are essential to carrying out the duties.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to analyze situations accurately and adopt an effective course of action. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete complex tasks or projects with short notice. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to maintain cooperative working relationships. Must be able to prepare correspondence and reports and communicate effectively.

Must possess the ability to use upper extremities. May have exposure to working on uneven ground, climbing, lifting, carrying, bending, squatting, kneeling, crouching, reaching, pulling, pushing, grasping, sitting, stooping, and crawling. Hardhat and safety vest or approved safety shirt must be worn at all times in the field, no exceptions. Must be able to transport variety of objects that are less or equal to 20 pounds. May be required to sit for long periods of time. May be required to stand for long periods of time.

WORK ENVIRONMENT

While at the Construction office employees will normally work in a climate-controlled office under artificial light. However due to periodic problems with heating and air conditioning, the building temperature may fluctuate. Workload may subject employee to night work, flexible hours, frequent changes of shift, frequent changes of work hours and workdays, and geographic transfer. Occasional travel may be required. Incumbent may be required to travel on short-term and/or long-term expense. Vacations may be restricted during peak times. Overtime may be required.

All Transportation Engineers hired by Caltrans after May 19, 2000 will be required to participate in the mandatory "Transportation Engineer Rotation Program". The rotation program consists of 9 months Construction Work, 9 months Design Work and 6 months in an Elective Assignment(s). The rotation length and assignment will be based on workload needs and could take place anywhere within District 5. The rotation program is a key element in the development of our new employees and allows them to be assimilated into the Caltrans workforce much quicker to be more productive. In addition to the Transportation Engineer Rotation Program, incumbent may be required to go on loan to other functional units during the winter months, when there is excess staff, or staffing needs in another area, etc.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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.

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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