

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D7/Construction/Field Office	
WORKING TITLE Resident Engineer	POSITION NUMBER 907-502-3135-XXX	REVISION DATE 11/21/2024

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 Resident Engineer 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 the work of State and contractor forces 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.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required in the performance of duties. As travel is required, a valid California Driver's License will be required and the incumbent shall provide authorization for release of driver information for the Department's use.

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.

- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement)
- **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)
- **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. (Enhance and Connect the Multimodal Transportation Network - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Lead Climate Action - Pride)
- **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. (Advance Equity and Livability in all Communities - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Engagement)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	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.
20%	E	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.
10%	E	Ensures safety of State employees, Contractor's employees, as well as the traveling public by observing contractor's operations and traffic conditions, making recommendations, and taking corrective actions 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.
5%	M	Reviews shop drawings and assists in constructibility reviews for proposed projects.

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, however, the incumbent may be called upon to act in 'lead capacity' in the absence of the supervisor for short periods of time. The Resident Engineer 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**KNOWLEDGE**

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 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.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

ABILITIES

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 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 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

Incumbent will be required to access construction sites on a daily basis. He/she may be required to work for long periods of time at a keyboard and video display terminal. This position requires traveling to conduct State business and being able to safely operate a vehicle. Proof of a valid California Drivers License will be required and the incumbent shall provide authorization for release of driver information for the Department's use.

Physical: Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces. Physical activities vary and any singular physical requirement may be for lengthy periods of time. Required to be trained in first aid and apply this skill in the event of an emergency. Then incumbent must be able to walk, stand, or sit for long periods of time. Other physical requirements of the job include ability to lift and/or carry 40 pounds or more, reaching overhead, pushing or pulling, twisting, climbing, balancing, bending, crouching, squatting, crawling, and fine manipulation. Hearing and sight are both essential to job performance. While in the office, incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Requires manual dexterity to operate computer for preparation of reports, diaries and/or preparations and various forms. Must be able to travel to field office and construction sites.

Mental: Must be able to sustain mental activity to write reports, resolve politically sensitive problems, manage diverse field issues, deal with complex problems, perform audit of man-hours worked, identify equipment/supplies used, problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action.

Emotional: Must be able to maintain emotional control during conflicts with contractor and/or coworkers. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

issues or problems and perform appropriately for a situation.

WORK ENVIRONMENT

The incumbent will work in the field and field office. Employee may be required to travel locally, and rarely 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. Overtime may be required.

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 shirt and safety vest, or approved safety shirt, and long pants- no shorts or cut-offs- must be work 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 work as required by the Department.

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