

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 12/Office of Construction Administration	
WORKING TITLE Office Engineer	POSITION NUMBER 912-501-3135-911	REVISION DATE

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 Transportation Engineer, the Transportation Engineer (Civil) works independently in responsible charge, develops and prepares plans, specifications and estimates (PS&E) as contract documents, prepares addenda, reviews incoming PS&E documents for any highway construction projects for submittal to the Division of Program/Project Management & Office Engineer (PPM&OE) for advertising. The incumbent is responsible for working cooperatively with team members and supervisors to identify innovations that will increase efficiency and safety, reduce cost and improve quality. The incumbent must adhere to the customer service standards set by the unit and provide high quality service to both internal and external customers.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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30%	E	Performs final review of completed plans, specifications and engineer's estimate as submitted by District Design and Office of Structures for compliance with Federal and State requirements and current Departmental policies. Reviews the design to verify it is completed and biddable. Verify that the engineer's estimate is complete, correctly prepared, and represents a fair and reasonable price for the work to be done. Prepare or review and approve project special provisions.
20%	E	Performs preliminary PS&E review submitted by engineers in Design, Consultant office, or other responsible units in conformance with Caltrans policies, procedures, and adopted standards and other requirements.
20%	E	Develops and prepares contract documents that are full, accurate, complete, and legally defensible. Coordinates the compilation and submittal of all materials comprising a complete contract; including Right of Way certification, railroad clearance, funds request, approvals, permits, materials information, other applicable agreements, etc.
20%	E	Provides interpretation of the advertised contract documents and may assist in resolving issues during advertisement. Works with stakeholders to processes addendum.
5%	E	Following the bid opening, helps the design engineer perform a complete analysis, then send to the Division of Engineering Services-Office Engineer as recommended.
5%	M	Participates in the continuous improvement process by working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost and maintain or improve quality. Adheres to the customer service standards set by unit and provides quality service to both internal and external customers.

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

Does not supervise. May act as supervisor as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of Standard Specifications, Standard Special Provisions, and construction methods, materials, equipment, Construction Contract Development Guide (CCD Guide) and Plans Preparation Manual (PPM); familiarity with the State Contract Act, statutes, laws, policies and practices relating to contract documents, and ability to develop and prepare plans, specifications and estimates for transportation related construction projects.

Must have a working knowledge of electronic data processing. The latest computer hardware and software are being used to automate and develop the transmission of project documents (including plans as well as special provisions).

Must have ability to review plans, specifications and estimates prepared by other engineers and to identify technical inaccuracies and discrepancies.

Must have the ability to communicate problems as they arise during reviews of plans, specifications and estimates, and keep records of the discussion in a presentable manner. Some of this communication will be done over the telephone.

Must show the ability to learn and apply mathematical and physical sciences gained by Civil Engineer education and through transportation - related construction and design experience and practice.

Must have the ability to convey and understand technical engineering information both orally and in writing.

Must act as liaison between the District and Division of Engineering Services-Office Engineer for each PS&E submitted.

Possession of a valid California Professional Engineer license is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to recognize inadequate and poorly prepared plans, specifications and estimates. Failure to do so would result in higher bids, addenda, claims, and change orders. With guidance, must analyze PS&Es that include a broad variety of work, materials, equipment, legal requirements, and environmental, safety, and technical engineering considerations. The work requires independent review, study, analysis and decisions that involve unique problems and solution identification.

Must meet scheduling dates. Failure to do so may result in construction during poor weather conditions, increased costs, inconveniences to the traveling public, and weather related accidents.

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PUBLIC AND INTERNAL CONTACTS

Regularly contacts engineers in District Design, District Maintenance Engineering, Consultant office, Division of Engineering Services-Office Engineer, and other units concerning PS&E submitted to the Division of Engineering Services-Office Engineer.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent may also be required to conduct sustained mental activity, analysis and reasoning, and will also be required to develop and maintain cooperative working relationships with other employees and employees of outside agencies.

WORK ENVIRONMENT

The work environment is typically a climate-controlled office. The incumbent may sit for long periods of time while using a keyboard and video display terminal. There are ADA-compliant restrooms on the same floor as the office. There are elevators that can transport the incumbent to all floors of the office complex but the use of stairs may be required in certain cases. The incumbent may be required to travel. The incumbent may be required to attend meetings or training in other State facilities. The incumbent is required to inspect field conditions during the design and construction phases. Incumbent may be exposed to dirt, noise, uneven surfaces and extreme hot or cold during field inspections, incumbent must follow the safety rules and regulations at all times. The hours of scheduled work will be at the discretion of Caltrans based on organizational needs. Employees required to work overtime will be compensated for any additional hours worked in conformance with the Memorandum of Understanding (M.O.U.) between the State of California and the union.

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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