

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Contract Administration	
WORKING TITLE Contract Administration Engineer	POSITION NUMBER 913-500-3161-004	REVISION DATE 01/22/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Contract Administration, the Contract Administration Engineer functions in the capacities of subject matter expert responsible for the development of contract administration specifications policies, procedures; and recommends process improvements for performing, measuring, reporting, and analyzing contract administration. The Contract Administration Engineer is a representative of headquarters that confers with engineers in districts and others relative to contract administration matters on contracts. The Contract Administration Engineer also reviews district submitted major contract change orders and additional funds request for contracts.

CORE COMPETENCIES:

As a Senior Transportation Engineer, CT, 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 - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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 - Integrity)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence - Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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 - Integrity)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Integrity)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Prepare specifications, construction policy and procedures by: <ul style="list-style-type: none"> • Developing specifications, policy, and procedures for implementation of contract administrative best management practices. • Developing, reviewing, and coordinating with other functional units to update and improve contract specifications. • Leading internal and external stakeholder teams and workshops to affect improved construction specifications, policy, procedures and training.

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25%	E	<p>Dispute resolution administration including potential claims, claim settlements, arbitrations, arbitration settlements, contract specifications, policies, and administrative procedures by:</p> <ul style="list-style-type: none"> • Evaluating the merits of claims in accordance with construction engineering principles, the contract plans, the contract special provisions, the standard plans, and the standard specifications. • Reviewing and responding to requests for assistance in the preparation, approval and processing of potential claim, claims, claim settlements, arbitrations and arbitration settlements. • Tracking arbitrations and ensuring arbitration payments are made • Staying informed on the latest owner and contractor trends and best practices for resolving construction claims and disputes.
15%	E	<p>Ensure quality of the Department's change orders by:</p> <ul style="list-style-type: none"> • Reviewing change orders, transmittal memorandums and support documents for compliance with the Department's policies, procedures and contract documents. • Randomly reviewing district approved change orders for conformance with the Department's delegations, policies, practices and procedures. • Providing constructive comments for quality improvement of change orders prepared and authorized by the district. • Monitoring change order compliance performance for non-delegated change order authority. Preparing performance memorandums to managers in the districts. • Reporting general change order compliance management indicators on a quarterly basis.
15%	E	<p>Providing support for contract administration specifications, policies and procedures by:</p> <ul style="list-style-type: none"> • Serving as a contract subject matter expert. • Responding to Districts request for guidance on specifications, policies and procedures • Reviewing and responding to various requests for assistance in the preparation, approval and processing of specifications, policies or procedures. • Attending and making presentations at statewide meetings. • Training staff on an individual or group basis.
10%	E	<p>Provide management information and support by:</p> <ul style="list-style-type: none"> • Recommending improvements to contract specifications, policies and procedures. • Identifying operational impacts and recommends a Division of Construction position on proposed changes to laws, delegations, management practices, and polices. • Collecting and analyzing contract administration data. • Identifying data trends and developing explanations to support the data. • Preparing issue papers, delegations of authority, oral presentations, fact sheets, decision documents, legislation and policy proposals on complex policy, laws and regulations.
5%	M	<p>Review contract administration, construction engineering reports, research, specifications and industry best practices to identify process improvements:</p> <ul style="list-style-type: none"> • Analyze research, reports, and industry best practices documents for improvement of the contract documents, policies or procedures on an individual and programmatic basis. • Identify best practice solutions and propose recommendations for management action.

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

No direct supervision is exercised.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must hold a valid registration as a professional civil engineer.

The incumbent should have:

- Knowledge of the goals, objectives, organization policies and procedures of project development, especially of the Division of Construction.
- Extensive experience and knowledge in construction contract administration.
- Superior writing and verbal communication skills.
- Ability to take initiative and to work independently.
- Ability to complete work assignments on time and with quality.
- Ability to prioritize work and complete many assignments under tight time constraints.
- Some knowledge of construction contract laws, codes and regulations.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action in carrying out the broad range of professional and technical duties described to ensure conformance with policies, procedures, processes and contract documents. Failure to carry out the responsibilities of the position could result in additional project costs.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have written and oral communications with various levels of headquarters and district personnel. The incumbent is encouraged to contact local, State and Federal agencies; as well as the private sector to assure successful performance of the previously described duties.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the incumbent have the ability to: multi-task, adapt to changing priorities, ensure completion of tasks or projects with short notice, develop new insights into situations and apply innovative solutions to make organizational improvements, concentrate while reviewing and creating documents to meet strict deadlines, create a work environment that encourages creative thinking and innovation, create and sustain an organizational culture which encourages to provide the quality of service essential to high performance.

The position requires the ability to: develop and maintain cooperative working relationships, resolve emotionally charged issues reasonably and diplomatically, deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity, adjust rapidly to new situations warranting attention and resolution and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The position requires a fair and ethical behavior toward others and demonstrate a sense of responsibility and commitment to public service and influence others towards a spirit of service and meaningful contributions to mission accomplished.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. The incumbent will be required to sit for long periods of time using a keyboard and video display terminal.

Minimal travel will be necessary for the incumbent to provide presentations at meetings held at various locations throughout the state.

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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