

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/OSQM/SQ&RMB	
WORKING TITLE Quality Management Engineer	POSITION NUMBER 559-001-3135-xxx	REVISION DATE 02/14/2025

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

GENERAL STATEMENT:

Under the direction of the Branch Chief (Senior Bridge Engineer) of Office of Strategic Quality Management, Strategic Quality and Risk Management Branch (SQ&RMB), the Transportation Engineer (TE) (Civil) is responsible for actively participating in the development and maintenance of the DES Quality Management System (QMS). Participates as a team leader or team member for internal and cross-functional audits throughout DES for the purpose of assessing compliance with ISO 9001 and QMS requirements. Monitors and responds to questions, comments and suggestions generated by DES staff regarding quality management website content. Performs other work related duties as assigned.

The possession and maintenance of a valid professional engineer's license in the State of California is highly desirable.

As part of your employment with the Division of Engineering Services (DES) there is a mandatory TE Civil Professional Development Rotation Program that applies to all permanent full-time TE Civils hired after January

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. (Safety - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity - Collaboration, Innovation, 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. (Equity - Collaboration, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Employee Excellence - Collaboration, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, Equity, Innovation)
- **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. (Equity, Climate Action - Collaboration, Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Employee Excellence - Equity, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety - Collaboration, Innovation)

TYPICAL DUTIES:

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

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35%	E	Using knowledge of engineering principals, participates in the development and maintenance of the DES Quality Management System (QMS). Monitors and responds to questions, comments and suggestions generated by DES staff regarding quality management website content. Prepares executive level quality management reports analyzing potential problematic aspects of Caltrans projects including structural, geotechnical, hydraulic, and/or construction related incidents.
35%	E	Must be a proficient technical writer. Using engineering experience, participates as a team leader or team member to conduct audits and root cause analyses (RCA) throughout DES for the purpose of assessing compliance with ISO 9001 and QMS requirements. RCA analysis in this capacity requires engineering judgment concerning any DES-related work including bridge design, geotechnical design, environmental engineering, construction practices, and others. Duties will include developing schedules, conducting audits and RCAs, analyzing breakdowns in project delivery, preparing reports and meeting with management to discuss findings and propose corrective actions to continually improve upon DES processes.
15%	E	Gathers feedback from internal and external stakeholders on DES performance. Develops and routinely tracks metrics to accurately assess Key Performance Indicators to determine if Quality Management objectives are being achieved. Creates a quarterly report documenting the status and progress made on quality management efforts throughout the Division.
10%	E	Functions as Project Manager for the development and administration of quality management training contracts. Develops and provides quality management in-person and webinar-based training for DES employees. Develops and publishes informative guidance materials for DES subdivisions to assist in the development of subdivision QMSs.
5%	M	Performs reviews of proposed technical processes and guidance changes as submitted for review and comment by the various DES owners and technical committees. Review closeout reports and monitor change order requests to identify opportunities for improvement. Perform other work-related duties as assigned.

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 has no supervisory responsibilities, but must work as a member of a team to produce reports and other information in a timely manner to the customers of Caltrans. May act as Branch Chief in his/her absence and as lead over other Transportation Engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Satisfactory performance in this position requires a thorough knowledge of Civil Engineering principals, and knowledge of Caltrans project development process, design and construction standards, and maintenance practices.
- Strong technical writing and editing skills; an excellent command of English grammar, spelling and usage; and an eye for detail.
- Ability to effectively coordinate and communicate, both orally and in writing, with all levels of management and employees in Headquarters and districts, and persons outside the Department.
- Strong research skills, including the ability to seek out, gather, and evaluate information from multiple sources to elicit cooperation and facilitate resolution of differences of opinion among various parties and to synthesize the information into a final product.
- The incumbent must have the ability to use quality tools and principles in seeking to continually improve work processes
- Incumbent must have the ability to effectively contribute to the Department's safety, health, equal opportunity, and labor relations objectives.
- Requires a broad knowledge of Caltrans major activity areas and organization; various phases of transportation systems planning, engineering work, and the ability to differentiate well-engineered systems from flawed systems; factors that influence the impact of transportation facilities on the environment, community and economy; departmental goals, policies, procedures, funding and financial constraints; project development process; technical environmental analysis, planning concepts, and risk management principles.
- Knowledge of the methods, procedures, tools, and equipment used in the design, maintenance and construction of transportation-related structures; and the properties and uses of construction materials.
- Knowledge of the computer programs used in preparing various structure guidance materials and specifications.
- Ability to read and interpret plans and specifications, structure guidance manuals, and test methods; to understand, visualize, and interpret construction stages and consequences; and to analyze technical content for design, construction feasibility, and materials testing.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the assigned duties. The incumbent will initiate, develop, and make recommendations on changes to policies, processes and procedures. Consequences of not exercising the above will lead to a diminished opportunity to improve the quality and documentation of project delivery process and a loss of public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent has contact with staff from DES, as well as Headquarters Project Delivery Divisions. The incumbent may also have contact with industry representatives, such as consultants and contractors, and with other governmental agencies such as FHWA.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, mouse, and video display monitor, or while attending meetings. They must be able to work on several projects at one time and to work in both a team environment and independently.

The incumbent must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent substantial and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must develop and maintain cooperative, collaborative working relationships; must be able to adapt to changes in priorities and complete tasks or projects with short notice; and must be able to work with others in a cooperative manner and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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