

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Bridge Eng	OFFICE/BRANCH/SECTION DES/Bridge Design/Structure Office Engineer	
WORKING TITLE Senior Specification Engineer	POSITION NUMBER 559-240-3185-xxx	REVISION DATE 03/06/2025

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 a Supervising Bridge Engineer (Office Chief, Structure Office Engineer), the incumbent is responsible for developing, producing, reviewing, and processing construction contract specifications to ensure compliance with Caltrans' policies and guidelines.

CORE COMPETENCIES:

As a Sr Bridge Eng, 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. (Prosperity - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Integrity, Pride)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Collaboration, People First)
- **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. (Employee Excellence - Collaboration)
- **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. (Equity, Employee Excellence - Collaboration, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Collaboration, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Assisting in the training of new employees and/or performing the duties of a lead or mentor for specification engineers. Reviewing and commenting on specifications produced by staff for completeness and ensuring compliance with Caltrans' standards and guidelines.

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30%	E	Preparing specifications used for contract administration of complex bridge and transportation- related structure projects. Reviewing bridge specifications prepared by consultants for completeness, accuracy, and inclusion into State-advertised construction contracts. Ensuring compliance with Caltrans' policies and guidelines. Coordinating with other team members in order to perform or assist in the Project Delivery process.
15%	E	Performing research of new construction technology (e.g., methods, materials, tools, equipment and procedures) in order to write unique, job-specific, specifications. Developing and updating specifications for bridge and transportation-related structures. Writing and processing sole source requests. Preparing responses for bidder inquiries and addendum requests. Providing construction support for specification-related issues and assisting with contract change orders.
10%	E	Responding to questions regarding specifications for transportation-related structures. Providing approval for nonstandard specifications used in structure project specifications.
5%	M	Representing Structure Office Engineer at various types of meetings.

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. May act as lead person regarding technical activities of engineering staff. May perform the duties of Office Chief or Branch Chief when requested.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have advanced knowledge of structures construction specification engineering; computer programs, tools and resources used in the production and review of specifications, PS&E process; writing techniques used in preparing specifications, correspondence , submittal forms, and preparation of standards and reports. Must have knowledge of structures design, and the organization of DES.

Must have advanced knowledge of structures construction; methods, procedures, tools and equipment used in construction; properties and uses of construction materials. Must have experience in field construction work.

Must have the ability to read and interpret complex structures plans, specifications and estimates; understand, visualize and interpret complex construction stages and sequences, analyze plans for construction feasibility.

Must have the ability to communicate effectively verbally and in writing, and to write clear and concise specifications. Must be able to work well independently and be self-directed, and work as a team member and team leader.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for providing Engineer's Seal for Structures Special Provisions, including providing said for work done by others that have not yet obtained registration as a Civil Engineer. Reduced quality or incomplete specifications could result in excessive bid inquiries, addenda, difficulties in construction contract administration, change orders, claims, lawsuits, and affect the overall quality and performance of the completed structure.

PUBLIC AND INTERNAL CONTACTS

Maintains all types of communication and close cooperation with a wide range of organizations, transportation authorities, public external agencies, and internal divisions, offices, branches, districts and regions. Has contact with material suppliers, fabricators, contractors and others concerning interpretation of specifications, alternative construction methods, materials and constructability. Receives visitors from industry interested in promoting their products or in developing new products and technology.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work on a keyboard and sit for long periods of time. Must be able to adapt to changes in priorities and complete tasks or projects with short notice. 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. Incumbent will be required to travel

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and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. 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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