

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/Bridge Design/Structure Office Engineer	
WORKING TITLE Specifications Engineer	POSITION NUMBER 559-240-3135-046	REVISION DATE 03/10/2025

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

GENERAL STATEMENT:

This position exists in the Division of Engineering Services (DES), Bridge Design, Structure Office Engineer. Under the direction of a Senior Bridge Engineer, the incumbent prepares and reviews structure specifications for the construction of bridges and other transportation-related structures.

As part of your employment with DES there is a mandatory TE-Civil Professional Development Rotation Program that applies to all permanent full-time TE-Civils hired after January 1, 2017. Temporary relocation more than 50 miles from your permanent unit may be necessary for rotation assignments.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Prosperity, Employee Excellence - People First, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Innovation, Pride, Stewardship)
- **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, Innovation, Pride, Stewardship)
- **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. (Prosperity - Collaboration, Integrity, People First, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity - Collaboration, Equity, People First, Stewardship)
- **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. (Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Innovation, Integrity, Stewardship)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
50% E	Prepares structure specifications for the construction of bridges and other transportation-related structures, including: working closely with the Structure Cost Estimates Branch in developing items of work; coordinating with and soliciting input from various functional units; reviewing structure project plans for completeness and consistency with the specifications and estimate; and facilitating the timely delivery of projects.

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20%	E	Reviews consultant-prepared Plans, Specifications & Estimates (PS&E) submittal packages to ensure completeness, biddability, and compliance with Department standards.
15%	E	Researches new construction methods, materials, equipment, and procedures for use in project-specific specifications.
10%	E	Prepares Draft and Final Structure PS&E memos, addenda, and contract change orders; responds to bidder inquiries on advertised projects.
5%	M	Participates on technical committees, attends meetings, and assists with training.

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 supervise other employees. The incumbent may act as the lead person for delivering structure plans, specifications, and estimates for specific projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Specifications
- Methods, procedures, tools, and equipment used in bridge design and construction
- Properties and uses of construction materials
- Construction stages and sequences
- Computer programs and resources used in preparing and reviewing specifications
- PS&E process

Ability to:

- Read and interpret bridge engineering plans and specifications
- Analyze designs for construction feasibility
- Analyze engineering plans, construction methods, and materials in developing accurate specifications required to construct bridges and transportation-related structures
- Communicate effectively both orally and in writing

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the accuracy and completeness of specifications and their compatibility with plans and estimate, including developing structure specifications in a timely manner while ensuring quality and accuracy. Errors in judgment and decisions could affect project delivery schedule and possibly lead to loss of funding. Poor quality or incomplete specifications may result in excessive bid inquiries, addenda, and difficulties in contract administration, and may affect the overall quality and performance of the completed structure.

PUBLIC AND INTERNAL CONTACTS

Has contact with all Structure Office Engineer staff, District and DES Office Engineer, and Bridge Design, Construction and Maintenance personnel. Also has contact with technical specialists, DES Liaison Engineers and consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to:

- Perform tasks utilizing a personal computer and sit for long periods of time.
- Adapt to changes in work priorities, organize and prioritize workload, and meet strict deadlines.
- Work with others in a cooperative manner.

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 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.

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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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