

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Senior Transportation Eng, CT	OFFICE/BRANCH/SECTION 04/Construction/Claims	
WORKING TITLE Claims Senior Engineer Scheduler– Specialist	POSITION NUMBER 904-501-3161-XXX	EFFECTIVE 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 general direction of the Chief, District 4 Construction, a Supervising Transportation Engineer, the incumbent has responsible charge for construction claims as it relates to construction project schedules. This position requires travel to the field offices that cover all nine bay area counties. This is an exciting new opportunity to be on the cutting edge of contract administration and is consistent with the Caltrans Mission statement that states “To construct high-quality, cost-effective, and timely transportation solutions for Californians while maximizing safety, minimizing adverse impacts, and ensuring the public trust.”

CORE COMPETENCIES:

As a Senior Transportation Eng, 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, Enhance and Connect the Multimodal Transportation Network - Innovation, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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 - Engagement, Equity, 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. (Cultivate Excellence - Engagement, Integrity)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety First, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

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

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50%	E	Provides specialized advice to the Resident Engineers on evaluating the contractor's baseline schedule for contract compliance. Provides the Resident Engineer recommendations on critical updates and schedule revisions for major projects throughout the District. Assists in analyzing construction claims as it relates to contract scheduling issues and recommends actions as requested by the District Division Chief's Board of Review, Office of Construction Engineering and Management, or Legal Division for arbitration. Coordinates and manages the progress of claim issues as it relates to construction time and reviews the claim activities of the Resident Engineers, to assure that the claim information is complete. Provides technical data, analysis, reports, and recommendations for claims resolution to the District Division Chief, Construction. Assures that schedule claims are accurately and promptly prepared and presented, and are handled expeditiously. Act as expert witness for the Department during arbitration of claims cases. Meets with external stakeholders to discuss, present, and resolve contract scheduling disputes.
30%	E	Provide recommendations to the Office Engineer on determination of working days in the PS&E stage. Analyzes contracts for constructability and stage construction criteria as it relates to construction time. Travels to and meets with Headquarters Claims Unit to assist in early resolution of claims, early review, specification recommendations, and also to draft reports. Provides training to District personnel on CPM use, claims and delay analysis, and project as-built scheduling. Holds regular CPM group meetings with assigned field schedule reviewers for continual training, mentoring, guidance, and support
15%	E	Updates tracking issues and action items into a centralized database to store, organize and track information on projects. Work with District Management and provide recommendations on improvements to contract specifications and other professional services. Schedules, directs and administers the work of specialized contract consultants necessary to provide expert CPM support for critical, complex scheduling issues. Manages the Oracle P6 software licenses and the latest software specifications and upgrades within D4 Construction.
5%	M	Assures uniform district construction administration of contracts and coordinates with other functions concerning plans, specifications, and construction methods. Assures that the practice of civil engineering on projects complies with the Professional Engineer's Act. Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope of the unit as required.

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 position is non-supervisory, but incumbent may act in a lead capacity over the work of various engineering and administrative classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers

Possession of a valid certificate of registration as a civil engineer is required.

Candidates must have a detailed understanding of critical path methodology, be familiar with the Department's policies on CPM scheduling, and have advanced working knowledge of Primavera software such as Suretrak, or P3. Must be a self-starter, possess excellent communication and organizational skills along with the ability to work well under pressure. Must be a flexible personality and be able to work well under the supervision/direction of multiple supervisors. Must have field construction experience and knowledge of contractor production rates for typical highway/bridge projects.

The incumbent of this position must possess extensive engineering knowledge, particularly construction engineering and management ability; knowledge of transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy. Good verbal and written skills are necessary. Excellent communication skills are needed because of the complex issues involved. The ability to act independently in carrying out all responsibilities is also required.

Incumbent must possess extensive analytical ability. Must be able to interpret and review specifications and plans to determine whether they are workable during the construction phase; to determine whether they are appropriate, and have thorough

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construction scheduling abilities, and other skills necessary to evaluate claims and respond to bid inquiries.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent of this position is responsible for the timely planning, directing and reviewing of the construction claims issues and makes recommendations and decisions on complex engineering situations. Errors could result in a delay to the District's construction programs and in turn result in increased construction costs, loss of Federal funding, litigation, and adverse public relations for the Department.

The incumbent judges the recommendations to other functions, concerning plans, specifications, and construction methods. Poor recommendations may result in poorly designed projects, which would unnecessarily add to the costs of construction projects.

PUBLIC AND INTERNAL CONTACTS

Public and internal contacts are an integral part of the duties. The incumbent makes personal and telephone contacts with Federal, State, regional and local agencies, contractors, and the general public. Internally, the incumbent makes continuous verbal and written contacts with the Resident Engineer, Construction staff, Structures Construction, and other branches within the District and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to work on a keyboard; manual dexterity; sitting for long periods; may be required to move large or cumbersome reports from one location to another; ability to focus for long periods of time.

Mental requirements: Must grasp the essence of new information and master new technical and business knowledge; must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation, enable others to acquire the tools and support they need to perform well, develop new insights into situations and applies innovative solutions to make organizational improvements.

Emotional requirements: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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.)

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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