

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D3/NR Construction	
WORKING TITLE Resident Engineer	POSITION NUMBER 903-502-3135-XXX	REVISION DATE

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

GENERAL STATEMENT:

Under direction of the Area Senior Construction Engineer, a Senior Transportation Engineer, the incumbent will be in charge of/or perform a wide variety of difficult and complex transportation engineering work. Will serve as a Resident Engineer (RE) on construction projects, as described on Caltrans Civil Engineering/Land Surveyor Registration Required Activities List. This position may require travel and work at various North Region locations. A valid California Drivers License is required when operating a state owned or leased vehicle. A PE license is required for Range D appointment.

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. (Employee Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety - Pride)
- **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. (Safety - Equity)
- **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 - Equity, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee 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. (Safety - Collaboration)
- **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. (Employee Excellence - Innovation, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Climate Action, Employee Excellence - Equity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Make decisions on difficult engineering and administrative problems: Each project contains elements of public safety and quality of fixed works. These include traffic control, falsework, trench shoring, signs and signals, effectiveness of drainage, earthwork stability, and quality of pavement and base. These items are the responsibility of the RE. We promote equity, diversity and equal employment opportunities for all. Prepare reports, special estimates, correspondence, final reports and contractor's claims reports, and estimate the value of contractor's claims. Write letters to contractors concerning performance and enforcement, and write substantiation for change orders. Respond to citizens written complaints.

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25%	E	The Transportation Engineer will perform the duties of lead worker over a team of inspectors, materials testers, consultants and office personnel. These persons' duties change through the course of the job, and it is necessary to train new employees and redirect experienced ones. Give instructions to contractors: the contractor works at many tasks and completes many items of work on a project. These are covered by complex specifications, and the RE must interpret and enforce the State's requirements to ensure compliance.
20%	E	Keep construction records, estimates, and balances. Also keep inspector's diaries, daily diaries, and weekly newsletters. Prepare monthly progress pay estimates of work completed, materials on hand, and change orders. Has a significant financial responsibility to keep their project solvent, and to project needs for additional funds. Prepare and present information to the public. Has the responsibility of providing clear, safe signing and delineation to the public: this involves accurate and widespread press information and sometimes TV interviews.
10%	E	Review plans for completeness and accuracy. Prior to completion of design, the RE often reviews construction plans for completeness, traffic handling and ability to construct.
5%	M	Maintain relations with project neighbors and with the business community. May participate in public meetings and Caltrans hearings.

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 Resident Engineer does not supervise but acts as a lead worker directing employees on projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be a licensed professional engineer in the State of California. A PE license only required for Range D.

The incumbent must have knowledge of transportation facility design principles; knowledge of methods, materials, tools and equipment used in the construction of transportation facilities; ability to draw and understand geometric design, write and prepare specifications and make cost estimates, analyze situations accurately and take effective action; must have knowledge of the various influences of transportation facilities and systems on the environment; ability to supervise and plan the activities of others, prepare plans, estimates and specifications for construction transportation facilities, inspect construction of such facilities and judge whether they meet specifications, dictate correspondence and prepare comprehensive reports.

Will be required to understand basic design engineering principles: make accurate engineering calculations, research and compile statistical data and prepare calculations for a variety of transportation improvement projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for making accurate engineering calculations; analyzing situations regarding transportation facilities or systems design concepts; and applying sound engineering principles to various engineering activities. Errors result in waste of time, unacceptable or improper construction, poor public relations and contractor's claims.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to respond to inquiries and provide accurate and factual information to internal Caltrans contacts as well as other state agencies and the general public; should be able to deal effectively with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to drive to and work at various locations throughout the North Region. Employee may be required to stand for long periods of time, when on construction project sites; walk on slopes or uneven terrain. When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the employee's work, must maintain a cooperative working relationship within the working environment, with peers, subordinates, and contractors and their employees. Must have a thorough working knowledge of construction principles and techniques.

WORK ENVIRONMENT

The incumbent will be subject to noise, odors, and dust; extreme weather conditions when on construction project sites; when working at the base office site, will be subject to a climate-controlled environment; artificial lighting, etc. Must work with and around a variety of materials, construction, and testing equipment.

ADA Notice

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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