

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Bridge Eng	OFFICE/BRANCH/SECTION 59/Engineering Services/Structure Construction	
WORKING TITLE Project Management Branch Chief	POSITION NUMBER 559-511-3185-011	REVISION DATE 03/26/2025

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

GENERAL STATEMENT:

This Division of Engineering Services (DES) position reports directly to the Structure Construction (SC) Headquarters (HQ) Office Chief, a Supervising Bridge Engineer. The incumbent is responsible for and supervises professional (engineering and administrative) staff in SC's HQ Project Management Branch. Incumbent must possess and maintain a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers and a valid California Driver License. Regular and punctual attendance is required.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Assign and supervise the work of staff within SC HQ to ensure timely submission and accuracy of project close out documents, e.g. as-built plans, reports of completion, pile records, joint seal calculations, paint records etc., related to completed structures are received from Structure Representatives and delivered to the appropriate DES functional unit.
25%	E	Assign and supervise the work of staff within SC HQ to ensure timely and accurate construction project Capital Outlay Support (COS) resource estimates are requested and submitted for each project with structure construction work.
25%	E	Maintain Key Performance Indicators of VISION usage, timesheet submittal and approval, constructability reviews, tailgate safety meeting attendance. Verify proper charging of time and initiate corrections by staff as needed. Develop resource needs for COS and HM3 projects.
5%	E	Assign and supervise the work of several Transportation Engineer (Civil) staff performing liaison tasks with field assigned Structure Representatives and Bridge Construction Engineers. Provide concurrence for change order requests from Structure Design or Structure Maintenance.
5%	E	Supervises staff that review project submittals, such as Cast-In-Drilled-Hole (CIDH) test results and mitigation plans, falsework submittals, trenching & shoring submittals, bridge demolition submittals, and temporary bridge submittals for Senior Bridge Engineer (Specialists) within SC HQ.
5%	E	Subject Matter Expert and Single Focal Point for Structure Contract Management during the development and maintaining of Architectural and Engineering Contracts. Task Manager for Cap-Corp resources.
5%	E	Assign and supervise the work of staff developing Bridge Construction Memos and other SC procedures for SC HQ Project Management Branch tasks and activities. Maintain SC HQ Project Management Branch Desk Manual guidance to ensure it is up to date and reflects current practices and processes for all staff within SC HQ Project Management Branch.
5%	M	Prepares special studies or tasks as directed by the SC HQ Office Chief or DES Deputy Division Chief of Structure Construction.

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

Receives general direction from a Supervising Bridge Engineer and is responsible for the supervision of 8-12 staff within SC HQ. Incumbent will act independently on most matters as a senior staff engineer exercising initiative and judgment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Valid registration as a professional Civil Engineer in the State of California is required. A thorough knowledge of methods of design and construction of various types of bridges and transportation related structures; materials, methods, tools, and equipment used in the construction of structures. Must have knowledge of: the economics of structure design and construction, contract administration and laws and codes governing construction by contract, methods of stress analysis for both statically determinate and indeterminate structures; mechanics, plane surveying and structural engineering as applied to structures; computer software used in the analysis of falsework, trenching/shoring, and structure design, purpose, organization, and activities of the Department. Ability to: analyze situations accurately and adopt an effective course of action. Incumbent must be able to prepare clear and concise written correspondence and reports and to present material effectively to groups and individuals. Must be able to use and reference the Bridge Construction Records and Procedures, and other Structure Construction manuals, the Workplan Standards Guide, the Construction Manual and Caltrans Safety Manual. Must have a working knowledge of and the ability to follow and apply information contained within Director's Policy and Deputy Directives applicable to SC. Must be proficient in the use of Microsoft Office Suite (Excel, Word, Access, PowerPoint) and other engineering-related computer programs and software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for ensuring uniform administrative and technical control of structure project records within area of expertise, and ensuring the safety of the public and employees. Incorrect decisions could create hazards to the public and structural failure likely resulting in increased costs to the State.

PUBLIC AND INTERNAL CONTACTS

Regularly maintains written and oral communications with Structure Design, Structure Office Engineer (Specification and Estimating), Structure Policy and Innovation, METS, Program / Project and Resource Management, Structure Maintenance & Investigations, Legal Division, Division of Construction, Structure Construction field staff, District personnel, and Contractors. May have additional contacts with other State and Federal agencies, suppliers, and other specialists in the industry to maintain current and expand current knowledge and state-of-the-art techniques.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to analyze and develop solutions for difficult technical and administrative problems related to Structure Construction work. Must be able to possess and maintain a valid certificate of registration as a Civil Engineer in the State of California. Must have the ability to develop and maintain cooperative working relationships; respond to difficult situations; recognize emotionally charged issues and problems and acknowledge various responses. Possessing and maintaining a valid California driver's license is required.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments. Regular punctual attendance is required. Work week will generally consist of five, eight hour days, but may vary or require extended hours. In an office setting incumbent must be able to sit and/or stand for long periods of time and will be exposed to artificial lighting in a climate-controlled area. Travel is required, therefore, incumbent must be able to travel using a car or commercial transportation. Incumbent may be exposed to dust, loud noises, chemicals and extreme weather conditions.

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