

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Senior Bridge Engineer (Supervisory)	OFFICE/BRANCH/SECTION 59/DES/SP&I/Structure Quality Management	
WORKING TITLE Branch Chief, SSRD Branch	POSITION NUMBER 559-220-3185-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

This position exists in the Division of Engineering Services (DES), Structure Policy & Innovation (SP&I) subdivision, Structure Quality Management (SQM) office. Under the general direction of the Structure Quality Management Office Chief, the incumbent is the branch chief responsible for the day-to-day operations of the Structure Specifications Research & Development Branch. The Structure Specifications Research & Development Branch is responsible for the development of contract specifications for the construction of bridges, retaining walls, buildings, and other transportation-related structures.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Develops new and modifies existing specifications for the construction of transportation-related structures. Performs research on new technologies, methods, materials, equipment, and procedures for the construction and maintenance of bridges, retaining walls, buildings and other transportation-related structures.
25%	E	Supervises the Structure Specifications Research & Development Branch. Reviews work performed by staff and trains staff. Sets branch policy.
25%	E	Responds to questions regarding specifications for transportation-related structures. Provides approval for nonstandard specifications relating to structures specifications.
5%	E	Attends technical committee meetings as the SQM representative.
5%	E	Coordinates with internal and external customers, stakeholders, and office staff in the development of new or modified specifications.

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

Has direct supervisory duties over a staff of Transportation Engineers.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Strong technical writing and editing skills; an excellent command of English grammar, spelling, and usage; and an eye for detail.

Ability to effectively coordinate and communicate, both orally and in writing, with all levels of management and employees in Headquarters and districts, and with persons outside the Department.

Strong research skills, including the ability to seek out, gather, and evaluate information from multiple sources; to elicit cooperation and facilitate resolution of differences of opinion among various parties; and to synthesize the information into a final specification document.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Knowledge of the methods, procedures, tools, and equipment used in the design, maintenance, and construction of bridges and transportation-related structures; the properties and uses of construction materials; and computer programs used in preparing specifications.

Ability to read and interpret plans and specifications; to understand, visualize, and interpret construction stages and sequences; and to analyze technical content for construction feasibility.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for (1) reviewing construction specifications developed by branch staff and (2) developing construction specifications. Errors or poor judgment may unnecessarily lead to contract change orders, disputes that cause claims, increased engineering and construction costs, reduced work quality, or loss of federal funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent has contact with staff from SP&I and from other departments within Caltrans, including DES Office Engineer, Headquarters Construction, Legal, Structure Design, Structure Construction, METS & Geotechnical Services, Maintenance, Environmental, Transportation Architecture, and Electrical, Mechanical, Water and Wastewater. The incumbent also has contact with industry representatives, such as material suppliers, fabricators, and contractors, and with other governmental agencies, such as FHWA.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, mouse, and video display monitor, or while attending meetings.

Must be able to effectively communicate in English, both orally and in writing, and have the demonstrated ability to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

Must be able to handle multi-tasks, adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office cubicle under fluorescent lighting.

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.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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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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