

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer (Supervisor)	HQ/Engineering Services/Office Engineer	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Transportation Engineer	559-285-3161-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Supervising Transportation Engineer, the Senior Transportation Engineer (Supervisory) is responsible for the application and continued improvement of the Construction Contract Quality Management Program (CCQMP) and lead efforts to coordinate and process informal construction contracts in accordance with applicable Federal and State contracting laws i.e. (Public Contract Code Section 13400 and California Government Code Section 13403) and Caltrans' polices. The scope of the CCQMP is focused on the consistent application of Best Bid Standards (BBS) for the development of accurate, legally compliant and cost effective contract documents.

Incumbent must possess a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	The Senior TE will supervise a group of multidisciplinary staff who will perform independent quality reviews to validate that when Best Bid Standards (BBS) are used in the development of Construction contracts, defects that may result in additional costs or delays in Construction are minimized. Work with IQA reviewers, AADD coordinators and DOE to facilitate addenda processing and resolution on issues related to IQA review comments posted by AADD coordinators. Work with PM, DES-OE and DOE staff to lead effort in the delivery of informal construction contracts from submittal to DES-OE through contract approval.
35%	E	Collects and analyzes Independent Assurance (IA) Review data, the DES-OE Independent Quality Assurance (IQA) Review data, Contract Change Order (CCO) data, Claims data and Bid patterns to determine the relevancy and effectiveness of the BBS. Aligns the DES-OE Quality Management Program (QMP) with various Departmental Quality Management efforts to ensure consistency with documented processes. Reports on Construction Contract quality trends to corporate functions, the Districts, and DES-OE. Facilitates Lessons Learned sessions to improve the quality review procedures and provide recommendations for improvement of the BBS. Maintains and communicates the BBS to stakeholders responsible for delivering Construction Contracts (e.g. DES-OE IQA Reviewers, DOE) and other related stakeholders (e.g. Division of Construction, Division of Design) on a scheduled basis and ad hoc as needed.
15%	E	Manages and leads BBS Change Control Group to collect data, review proposed BBS changes, evaluate effectiveness of current BBS and update as needed. Validates and refines the list of BBS that measure and quantify Construction Contract quality. Coordinate and travel statewide to provide QMP training and for meetings as required. Provides recommendations related to Construction Contract development.
10%	M	Acts for Office Chief and attends various meetings as Office representative and performs special studies, training and other functions 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Senior Transportation Engineer directly supervises Transportation Engineers (Civil) and Administrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires an in-depth understanding of the PS&E process from preparation of PS&E in the Districts or other functional units through project award and approval. This position also requires a thorough understanding of the Standard Specifications, Standard Special Provisions, the writing and processing of addenda, the State Contract Act and Departmental Policies, the Best Bid Standards, the DES-OE independent quality assurance review process, the electronic bidding process as well as effective supervision.

A general understanding of the Caltrans organization, organizational relationships, and engineering functions which pertain to the planning, design, and construction of transportation facilities; Departmental policies and procedures; project management systems and concepts; project development, contract advertisement, and award processes and requirements, transportation economics and financing, and methods of maintaining highways and protecting traffic is desirable.

This position requires the ability to exercise good judgment on matters relating to project management and capital program delivery, administer an engineering program, plan and direct the work of others. Make recommendations to management and take independent action, analyze situations accurately and adopt an effective course of action, develop and implement new and revised methods and procedures, develop and maintain cooperative working relationships. Prepare correspondence and reports, and address audiences at all levels of Caltrans management, and external groups. The incumbent must rely on a broad background to analyze difficult and unique problems that arise with Best Bid Standards infractions and quality reviews.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes decisions that affect the quality development of Construction contracts. Errors in judgment could result in project delays, higher bids and/or loss of funding and additional costs.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with various levels of staff in Corporate and the Districts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit for prolonged periods of time using a keyboard and video display terminal. Must have ability to maintain sustained mental activity needed for report writing, analyzing situations, and problem solving, and reasoning. Must be able to maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged issues and problems. Must be able to apply approved disciplinary and interpersonal techniques to remedy personnel issues and conflict within the workplace.

WORK ENVIRONMENT

Employee will work in a climate controlled office under artificial 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.)

EMPLOYEE (Print)

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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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