

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Engineer (Specialist)	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE A&E District Liaison	POSITION NUMBER 702-019-3161-xxx	EFFECTIVE DATE

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 general supervision of the Assistant Chief, Division of Procurement and Contracts, a Supervising Transportation Engineer, the Senior Transportation Engineer, Caltrans, is responsible for functions related to the acquisitions of the Caltrans Architectural and Engineering Contracts. Within applicable laws, the purpose of the Architectural and Engineering (A&E) Program is to provide an effective and efficient resource tool to capital outlay support (COS) Project Managers and Functional Managers in order to achieve timely delivery of COS projects.

The responsible charge for the Senior Transportation Engineer requires the individual to act for the Assistant Division Chief in carrying out the duties associated with A&E contracting out activities of the district offices, to supplement and interpret written instructions to the districts, and to perform the following duties and responsibilities. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)

Job Description

30%

Selection of engineering consultant for multimillion dollar A&E contracts for professional Engineering services including: professional engineering services include all architectural, design engineering, construction engineering and construction management, environmental engineering and right of way engineering and project management, landscape architectural, land surveying as well as incidental services in support of the above services which are defined in 21 CCR s 1520.1, assist with establish selection criteria which will comprise for the selection of the firm per 21 CCR s 1520.2, assists the districts in the preparation of consultant contracts, assuring compliance with applicable laws, regulations and Departmental policies; assisting districts in determining the types of projects suitable for

- contracting out consultants; assisting districts in determining the appropriate payment method for the consultant contract; providing guidance in the preparation of scope of work and cost estimates for the consultant contracts; approves scope of work and chairs consultant selection committee, ensure the questions are related to the type of engineering services requested in the scope of work.
- 40% Negotiation of multimillion dollar engineering contracts for professional Engineering services including: chairs the negotiation committee, serving as a subject matter expert to advise and answer questions to internal and external customers regarding cost negotiations negotiates a contract with the best-qualified firm for architectural and engineering services at compensation which is fair and reasonable to the State of California or the political subdivision involved.
- 15% Act as liaison including: provides guidance to the district in management of A& contracts, management on engineering consultant issues, to include providing analysis and recommendations on district Contracting Out Plans; assisting districts in interpreting statewide policies and procedures; coordinates and participates in district requests for Consultant Claim Review Committee meetings; monitoring district compliance with statewide policy; providing input on district consultants' evaluations; and facilitating processing of contracts and amendments through Headquarters. Must prepare and make presentations to districts and Headquarters' divisions as well as external groups, serving as a subject matter expert to advise and answer questions regarding contract procurement and management to internal and external stakeholders including department management, districts, Small Business Council and Professional Committees, Cal- Mentor Program, ACEC, IDC and consultant community.
- 15% Process improvement and training including: Must take the lead and/or participate in identification/development and implementation of the process improvement projects, provides management with the information on current policies, standards and practices of cost negotiation and contract procurement and management, jointly with other coordinators, assure consistent application of policies, standards and practices in the procurement, negotiations and management of contracts,

SUPERVISION EXERCISED OVER OTHERS

This is a specialist position therefore; the incumbent will not supervise however, may function in lead capacity or act on behalf of the Assistant Division Chief when absent.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a general knowledge of the Caltrans organization, policies, and procedures for the development of highway improvement projects. Must have good judgment, based on engineering experience, to develop procedures and selection criteria for the hiring of engineering consultants.

Must have the ability to communicate orally, in writing and with visual aids, and to coordinate effectively with all levels of management and employees; Must have a basic understanding of a personal computer and the ability to learn and operate new software programs. A broad experience in highway project delivery and activities is required. This position requires a high degree of ability to analyze and evaluate various management reports and other material; analyze project engineering requirements and schedules to recommend types and methods of consultant services; and to make early determinations and assessments of problem areas and to implement effective action measures. Knowledge of Caltrans Contract processing and procurement is desirable. The incumbent must be registered as a Civil Engineer in the State of California. Must be able to travel to districts.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Responsible for independent action and initiative to effectively evaluate problem areas in the engineering consultant selection process and in contract negotiation and administration procedures and to recommend solutions to those problems, and in utilizing technology to maintain accurate data bases and efficiently producing a variety of reports. Actions and decisions could impact the credibility of the department, efficient use of funding, and/or scheduling of projects.

PUBLIC AND INTERNAL CONTACTS

Internal contacts will be made throughout Caltrans at all levels. External contacts will be the general public, other Federal, state and local agencies, consulting firms, and Transportation Departments in other states.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Keyboard use is approximately over 50 % of the time. Position requires interaction with many people. Requires the ability to establish and maintain cooperative working relationships.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents.

Must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

Employee must be able to concentrate in order to review and create documents and meet strict deadlines on time.

Employee must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

Employee must be cognizant of 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 light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Office space consists of modular furniture appropriate for this classification. Overtime may be required. Vacation may be restricted during peak time and fiscal year-end closing. Employee may be required to travel in state.

I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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'S NAME (Please Print)

EMPLOYEE'S SIGNATURE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR'S NAME (Please Print)

SUPERVISOR DATE