

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE SENIOR TRANSPORTATION ENGINEER	OFFICE/BRANCH/SECTION D8/CONSTRUCTION	
WORKING TITLE CONSTRUCTION ENGINEER - FIELD	POSITION NUMBER 908-500-3161	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:

Under the direction of a Supervising Transportation Engineer, the Construction Engineer directs the work of and supervises the personnel of a Construction Field Office.

The Construction Engineer is directly responsible for administration of the construction contract and reviews the work of State and contractor forces. The Construction Engineer is also responsible for advising the Resident Engineer on construction safety as it relates to contract administration.

Must possess a valid Professional Engineer's License.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Serves as the first line supervisor to assigned staff. Assesses status of project and develops work assignments accordingly. Provides staff direction on work to be performed. Provides direction that ensures complete, accurate and timely contract records pertaining to construction progress, job expenditures, budget programs, and ensure that work order balances are maintained in accordance with the State and Federal regulations and laws. Confers with contractors regarding compliance with plans and quality of work and construction activity. Provides assistance and direction to Resident Engineers in the review, analysis, evaluation, recommendation and monitoring of all claims, potential claims, and disputes.
30%	E	Provides engineering assessment of plans for adequacy of design, particularly with respect to suitability to actual field conditions. Ensures compliance with the plans and specifications by the contractor.
15%	E	Attends meetings; responds to requests for information/reports; and resolves and/or negotiates issues on more complex matters. Prepares contract change orders for the purpose of making alterations, deviations, additions to or deletions from the plans and specifications to ensure proper completion or construction of the contract. Analyzes and interprets specifications to correlate with project plans. Reviews construction projects to ensure that the Resident Engineer is monitoring the contractor's construction safety program adequately and that an effective safety program is being performed. Ensures safety of State employees as well as public traffic passing through construction site by conducting necessary training and safety sessions. Reviews contractor's operations for compliance with CAL OSHA regulations.
5%	E	Evaluates work performance and solves personnel/labor relations/EEO matters.

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

Supervises employees who include Transportation Engineers, CT/Civil (registered, non-registered and Associates), Transportation Engineering Technicians and consultants.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Possession of a valid California Civil Engineering License.

- Knowledge of the basic principles of physics; chemistry and mathematics as applied to civil engineering; properties and uses of engineering construction materials; methods and equipment of engineering construction.

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- Knowledge of structure foundations, test equipment, field instrumentation procedures and soil sampling.
 - Knowledge of factors which influence the impact of transportation facilities on environment, the community and the economy.
 - Knowledge of principles and techniques of personnel management and supervisor's role in affirmative action, health and safety and labor relations programs and the processes available to meet their objectives.
 - Ability to plan and direct the work of others and adopt an effective course of action.
 - Ability to prepare comprehensive reports and correspondence.
 - Ability to communicate effectively and contribute to the Department's affirmative action objectives.
 - Ability to analyze the projected work loads and estimates the required resources, including consultants, using Workplan Summary (WPS).
 - Ability to develop, implement and evaluate project activities.
 - Ability to perform difficult and complex engineering work.
 - Ability to develop and choose from alternative courses of direction.
 - Ability to analyze written and statistical reports and determine what direct or indirect effect these reports may have.
 - Ability to travel to the construction site during all shifts.
 - Ability to be innovative in resolving issues for the benefit of the department and the trust of the general public.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for all major decisions inherent in planning, organizing, directing and controlling the implementation and administration of the District's construction contract in a timely and cost-effective manner. Delivery of the District's contract is dependent on timetables, which reflect the ability of the Construction Engineer to schedule and complete contract implementation requirements in accordance with Federal and State mandates. Failure to schedule and program the contract-related activities adequately would result in missed deadlines and subsequent non-delivery of the transportation program in the time and manner prescribed by the controlling agencies. Failure to handle implementational and administrative issues properly as they arise could result in the unnecessary payment of large claims to the contractor. Improper management of resources and lack of quality assurance would result in loss of funding and poor public acceptance.

PUBLIC AND INTERNAL CONTACTS

The position requires continuous written and oral communications contacts with internal and external customers at all levels in the District and in Headquarters. The position requirements include representing Caltrans by participating in meetings and interfacing with Federal, State, local and regional agencies, contractors, consultants and the public regarding the scope and content of the particular contract. The position requires establishing and maintaining good working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to operate computer for preparation of reports and various forms. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces, and move material samples and equipment. Physical activities vary and any singular physical requirement may be for lengthy periods of time.

Must be able to travel to field office and construction site. May also travel to other District offices and Headquarters. This travel may necessitate traveling on long stretches of highway through mountains, deserts and urban areas. Some terrain may cause the jostling of the vehicle's occupant.

Mental: Must be able to sustain mental activity to write technical reports, resolve politically sensitive problems, manage diverse field issues, and deal with a large number of complex problems simultaneously.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately.

WORK ENVIRONMENT

This position is classified as a field position. Approximately 60% of the work will be performed at the project site and 40% will be in the office writing reports, performing analysis and communicating with other personnel. Work locations vary throughout San Bernardino/Riverside Counties and in various environments. Field activities include exposure to moving traffic, loud noises, extreme heat and cold temperature, dust, uneven terrain, and moving heavy construction equipment. May require fieldwork at night. Night work requires the ability to work with artificial lighting. Ability to be aware of and maintain alertness to the environment is critical. Required to wear and utilize protective clothing; i.e., hard hat, safety boots/shoes, vests, coveralls, eye protection, hearing protection and respirator equipment.

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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.)

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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