

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SENIOR TRANSPORTATION ENGINEER	D8/CONSTRUCTION OFC/ADMIN - SAFETY	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CONSTRUCTION SAFETY ENGINEER	908-500-3161	

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 the Construction Engineering Manager, a Supervising Transportation Engineer, the Construction Safety Engineer is responsible for all safety related work activities affecting construction employees, safety oversight of contractor employees, and contract systems support. Serves as the single point of contact for safety issues and as a member of the District's Traffic Management Team. Plans, organizes and directs the administration of Construction safety related program requirements. Supervises the work of staff and handles difficult technical and administrative problems of the Construction Safety Practices Branch, which includes Safety/Construction Zone Enhanced Enforcement Program (Cozeep)/Traffic Management, HazMat, and Contract Systems Support. Incumbent is in charge of and coordinates the work of the Construction Engineering/Contract Administration Branch by giving instruction and assistance, maintaining discipline, making decisions, and handling difficult technical and administrative problems in connection with the staff assigned to the Construction Engineering/Contract Administration Branch; Training, Contract Change Orders/Pre-bid Inquiries, Estimates. When driving a State vehicle, must have a valid driver's license. Must possess a valid Professional Engineer's License.

40% E

Reviews lane closure requests from Resident Engineers. Identifies conflicting issues, determines corrective changes needed, notifies requesters, monitors and follows up on issues. Serves as the initial contact between Resident Engineers, District Traffic Managers, Traffic Management Center (TMC), Traffic Management Team (TMT), California Highway Patrol (CHP), and neighboring Caltrans districts to monitor all construction lane closures and to ensure that closures start and end as scheduled. Serves as the primary contact with Project Managers, Design, and Traffic Operations staff on preparation of Traffic Management Plans (TMP). Reviews and makes recommendations on project lane closure charts to ensure the lane closure windows are sufficient for construction operation and have the least impact on the traveling public. Negotiates and resolves issues of conflict between resident engineers and project managers on safety modifications to plans.

Participates in TMP evaluation and change proposals. Ensures that project activities conform to TMP specifications; traffic mitigation contingency plans are developed and implemented to assure traffic delays do not exceed allowable limits. Identify all operations, which may impact or be impacted by construction activities. Coordinate communication amongst employees to develop and implement changes to plans.

Informs Division and Office Chiefs of traffic operational issues pertaining to ongoing construction contracts. Direct staff in the development and dissemination of information regarding construction lane closures and significant delays. This includes:

- explanation of Lane Closure Procedures to staff, local agencies, and contractors
- coordination with the Public Information Office to inform the public of traffic delays
- communicating local street closures affected by Caltrans construction contracts with locals/ communities.

Reviews all plans during the design stage to assure all safety requirements are included, which will allow the construction project to be built safely. Identifies operational methods, which may be potential hazards and/or affect the traveling public, and develops corrective courses of action.

Negotiates with the Divisions of Design and Operations to effectuate changes to their plans. Serves as a member of the District Safety Review Team, District Accident Prevention Committee and Traffic Management Team. Reviews all project plans, including field reviews prior to and during construction to ensure the finished construction facility will operate safely.

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## TYPICAL DUTIES:

Percentage                      Job Description

Essential (E)/Marginal (M)<sup>1</sup>

Directs the Construction Assistant Safety Engineers (Transportation Engineers/Civil) on their advisement to personnel on safety related issues including:

- - safety program regulations, processes, and procedures
- - accident evaluation, and implementation of corrective action
- - maintenance of safety documentation
- - recognition program
- - working with supervisors to promote a safe work environment with contractors.
- - interpretation and implementation of safety/health laws, rules, and regulations,
- - identifying and providing safety-related training to staff.

Recommends adoption of safety policies, procedures and work practices.

Serve as liaison between Division employees, Headquarters, District Safety Office and the local Division of Occupational Safety and Health Offices except for emergencies involving imminent hazards.

Directs staff's visits to construction projects to observe contractors' operations and traffic conditions affected by construction, including nighttime reviews to insure safety violations have been corrected.

40%    E                      Direct staff in the proper processing and accuracy of District contract change orders. Coordinates with headquarters and Federal Highway Administration (FHWA) with special contract change orders. Monitors, tracks and reports on status of contract change orders to District and Headquarters. Evaluates processes and incorporates new technology into contract payment program. Analyzes District 8 Construction performance reports, prepares various Construction reports for District and Headquarters purposes. Coordinates on behalf of Division special projects/events, reports, information, etc. Directs the review of monthly estimates for payment to contractors and preparation of monthly reports to the District and Headquarters. Resolves contract disputes of payments. Serves as expert resource on contract administration. Coordinates with consultants and Headquarters with implementation of new technology of contract payment process. Coordinates state-developed training activities and administrative consultant-developed construction program training courses. Includes, but not limited to serving as a course developer and acts as the class instructor for construction program staff in the District. Direct staff in identifying and implementing training plans, developing and modifying course materials, and administering training courses.

20%    E                      Serves as the first line supervisor to staff assigned to Safety/COZEEP/Traffic mgmt, Contract Systems Support, Training, Contract Change Orders/Pre-bid Inquiries, and Estimates. Provides staff direction on work to be performed, attends meetings, responds to request for information/reports, resolves and/or negotiates issues on more complex matters. Evaluate work performance, solves personnel/labor relations/EEO matters. Directs staff in performance of safety activities, i.e., pre-construction conferences, and documentation of all discussions concerning contractors' accident prevention programs, code of safety practices, necessary safety permits, reporting of accidents, assignment/exam/use of protective equipment, contract related safety requirements, safety meeting scheduling/attendance/documentation, and their providing information on the latest trends in safety engineering.

<sup>1</sup>ESSENTIAL 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

Supervises employees who may include Transportation Engineers, CT/Civil (registered, non-registered and Associates), Landscape Architect, and consultants.

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## KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Possession of a valid California Civil Engineering License.

Knowledge of basic principles of physics; chemistry and mathematic as applied to civil engineering; properties and use of engineering construction materials; methods and equipment of engineering construction.

Knowledge of principles and techniques of personnel management and supervisions role in affirmative action, health and

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safety and labor relations programs and the processes available to meet their objectives.

Incumbent must have knowledge of contract administration practices and procedures.

Incumbent must have knowledge of funding of transportation programs, highway design and quality improvements.

Incumbent must have the ability to plan and coordinate work with other engineers and functional groups while maintaining a line of communication with supervisors and project managers, which does not interfere with their ability to supervise staff and manage project delivery.

Ability to act decisively on issues relative to safety and aid in negotiated resolution of issues between Construction personnel, other senior level staff and contractors.

Ability to establish and maintain friendly and cooperative relations with those contacted in the course of work and to communicate effectively, both orally and in writing with others within or outside the Department of Transportation organization and work effectively with others as an interdisciplinary team member.

Ability to act as a technical advisor and coordinate the District's administration of contractor's safety compliance to insure the contract conformance with all safety laws and regulations.

Ability to communicate effectively and contribute to the Departments affirmative action objectives.

Ability to identify and promote safe operational methods to reduce accidents and associated costs.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for informing the District's Construction Office and Traffic Management Center regarding construction safety status, representing the State in negotiations with other agencies, and the administration of the District Construction Safety Orientation Training program. The incumbent has full responsibility for working with the contractor either with or through resident engineers and makes the day-to-day decisions required to ensure proper construction safety practices and policies are followed. He/she is responsible for keeping construction personnel informed of any regulation changes as pertains to safety regulations.

Poor decisions or recommendations would result in an inability to provide the needed support to the Division. Failure to properly review the construction lane information and to effectively coordinate with District Traffic Management and TMC can result in major impacts on the construction contractor's operation and the motoring public. Incumbent has full responsibility for the assigned Construction staff's activities. Erroneous decisions on the part of the incumbent or staff may result in unsafe working conditions, costly errors or delays in project development, project delivery and construction administration.

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### PUBLIC AND INTERNAL CONTACTS

The position requires continuous written and oral communication contacts with internal and external customers at all levels in the District and in Headquarters. Contact is also maintained with FHWA reviewers. It is necessary for the incumbent to establish and maintain cooperative working relationships with other branches within the District. It is necessary to ensure that a continuing, coordinated and comprehensive effort be maintained in the construction program. In addition, the incumbent must maintain personal contact with the public and local agencies to advise them of the temporary effect of safety regulations of construction activities. Will represent and respond on behalf of the Division to Department Management, the public, elected officials and the media on issues relative to construction safety.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Outdoor activities require the ability to walk, stand, stoop, bend, kneel, move, carry, and pull equipment. Requires manual dexterity to operate computer for preparation of reports and various forms. Must be able to drive a vehicle for sustained periods of time and/or on uneven terrain. The location of a contraction site may necessitate driving on long stretches of highway through mountains, deserts and urban areas. Some terrain may cause the jostling of a vehicle occupant.

Mental: Must be able to sustain mental activity to write reports, problem solve, analyze and reason solutions to safety concerns related to field operations and take the initiative to effectuate corrective action.

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 for a situation.

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### WORK ENVIRONMENT

This position requires the incumbent to work both indoors and outdoors. While indoors performs tasks related to contract administration with regards to safety issues. Work locations maybe in the metropolitan area or at remote sites in the vicinity of construction projects.

Outdoor activity includes exposure to moving traffic, loud noise, weather conditions of extreme heat and/or cold, dust working on uneven terrain, adjacent to heavy equipment. May come in contact with hazardous materials, pesticides, chemicals; i.e., paints, cleaners, solvents, etc. Requires some work at night. Night work requires ability to work with artificial lighting.

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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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE