STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, Caltrans	District 11: Construction Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Resident Engineer/Construction Engineer	911-516-3161-003	

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 the District Division Chief of Construction, a Supervising Transportation Engineer, the Senior Resident Engineer/Construction Engineer is responsible for the administration/delivery of large complex construction projects or multiple smaller projects assigned. The Senior Resident Engineer/Construction Engineer must ensure that all projects assigned are completed in accordance with the approved scope, on schedule and within budget. Duties of the position include, but are not limited to: supervision of 6-12 field engineering employees performing contract administration on large complex field projects or multiple smaller project assigned, ensuring projects are built in conformance with all applicable laws, specifications and plans. The incumbent must possess a certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. Possession of a valid California driver's license is required to operate a State vehicle.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Supervise construction activities with the contractor, review and approve work schedules, review traffic handling plans. Address issues that the contractor may have with regard to the plans, specifications and/or execution of the work. Manage contracts with external partners, permits, utilities, regulatory agencies, environmental agencies, the California Highway Patrol (CHP) and local municipalities. Coordinate with the Public Information Office and serve as a point of contact for the public regarding assigned projects. Prepare memos, letters, reports and other technical documents.
20%	E	Review and direct staff to effectively administer the contract in accordance with the plans and specifications. This involves on-the-job training, continuous review of performance and communication back to staff on their performance. Provide guidance to work safely.
10%	E	Continuously monitor and update project scope, schedule and cost and report timely and accurate project status information to District management on a regular basis. Monitor actual support costs against planned costs and forecast future costs to complete the project. Negotiate and update work agreements with functional managers. Review resource allocations and workload schedules to determine appropriate staffing levels.
10%	E	Negotiate claims in the best interest of the State. Act as a Claims Manager for all contracts under his/her area of responsibility, evaluate strengths and weaknesses of each claim, prepare the claims report. Act as a first or second level in Dispute Resolution/Partnering Hierarchy.
10%	E	Review and implement policies from Headquarters Construction, District and other external entities. Develop and recommend policy to District/Headquarters management. May be called upon to act as the Division Chief in his absence.
10%	E	Attend training courses, participate in internal and external teams and committees, constructability reviews, and attend meetings such as staff, safety, project, and public meetings. Responsible for emergency/disaster response in accordance to the District Emergency Operations Plan.
5%	M	Perform general office duties such as filing and organizing both electronic and hardcopy project files, scheduling meetings, faxing documents, making copies, etc.

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[1]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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Senior Resident Engineer/Construction Engineer supervises six to twelve engineering staff and other office staff. The Senior Resident Engineer/Construction Engineer also provides guidance to consultants assigned to the project.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have comprehensive and in depth knowledge of methods, materials, and equipment used in construction; construction law, environmental laws and regulations, and modern standards of transportation engineering and systems planning. The incumbent must understand methods of construction contract administration, and must be able to prepare progress pay estimates and contract change orders. The incumbent should have knowledge of principles and techniques of personnel management and supervision.

The incumbent should possess effective speaking and writing skills for oral presentations and/or written reports; the ability to plan and direct the work of others. He/she must effectively contribute to the Department's equal employment opportunity objectives.

Analytical ability is a key requirement of the incumbent, who works in an adaptive problem-solving environment, requiring the capacity to produce recommendations after a thorough review and understanding of the unique problems confronted on a day-to-day basis.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Resident Engineer/Construction Engineer is a "Professional Engineer" within the meaning and intent of the Professional Engineers' Act. The Senior Resident Engineer/Construction Engineer is responsible for the work involved in the satisfactory administration and completion of the department construction contracts; acts as a representative of the Chief Engineer and, with limited authority, to bind his/her principals, and assures that complete and accurate records are maintained. Failure in any of the above would result in financial loss to the State and possible injury to the traveling public.

PUBLIC AND INTERNAL CONTACTS

The Senior Resident Engineer/Construction Engineer has continuous contact with District and Headquarters personnel and other internal partners. The Resident Engineer/Construction Engineer will also be required to communicate in a professional manner with a wide range of external partners, including the media.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:
Adequate vision to drive a vehicle, and adequate hearing to function safely in a field environment. Ability to walk on uneven grade. Incumbent may be required to occasionally lift and/or carry plan sets/files weighing up to 25 pounds.

Mental Requirements:
Work productively in a busy often changing environment, perform multiple tasks simultaneously, maintain a project schedule and do accurate and timely follow-up on issues.

Emotional Requirements:
There are frequent dealings with employees over work issues, contractors over financial and contractual issues, all which can be stressful. The incumbent must be able to handle stress productively and maintain a balanced emotional outlook.

WORK ENVIRONMENT

The work environment embodies all aspects of the field construction locations. Safety is always a factor in the field locations due to extensive exposure to traffic, heavy construction equipment and the outdoor environment.
Travel, including one-day or overnight trips, may occasionally be required.

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

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE