

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer	OFFICE/BRANCH/SECTION District 11/Construction/Materials Lab	
WORKING TITLE District Materials Engineer	POSITION NUMBER 911-516-3161-	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 the general direction of the District Division Chief of Construction, a Supervising Transportation Engineer, the District Materials Engineer is responsible for planning the work and supervising and directing the staff of the Materials Branch. The incumbent must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors. 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
30%	E	Supervise the District Materials Branch including development of staffing plans and justifications, training plans, preparation of budgets and service contracts, monitor expenditures, monitor project schedules and branch workload. Enact and review Departmental /District policies, procedures and protocols; coordinate and prioritize work requests with other District project managers and functional managers; prepare requests and justifications for major equipment and vehicle replacements. Participate in committees, taskforces, meetings, train and facilitate at classes, courses and meetings.
30%	E	Direct, supervise, review the Source Inspection activities to ensure quality of manufactured commercial and structural materials are used in highways, structures, and buildings. Direct and coordinate research projects and use of new/recycled materials in conjunction with Materials Engineering and Testing Services staff in Headquarters. Provide necessary training for source inspection procedures.
30%	E	Supervise the Plant Inspection Services Section including the inspection of concrete and asphalt plants. This service is provided to the Construction Department as the major client. Consult with Construction personnel on problems involving out-of-specification material. Plan and direct research studies of concrete and asphalt concrete related issues. Provide necessary training for plant inspection procedures.
10%	E	Review, evaluate and/or oversee mix designs and other related technical reports prepared by other agencies, consultants and/or environmental science consultants, including permits.

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

Supervision is provided to various engineering classifications, including the following classifications: Materials and Research Engineering Associate, Transportation Engineer/Civil, and Transportation Engineering Technician.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's Equal Employment Opportunity Program objectives; a supervisor's role in equal employment opportunities, health and safety and labor relations programs and the processes available to meet their objectives.

ADA Notice

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Ability to: plan and direct the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively orally and in writing; effectively contribute to the Department's equal employment opportunity objectives.

This position requires a thorough understanding of principles and techniques of personnel management, budgetary processes, project management, scheduling and workload analysis. Analyze and indicate effects that new policies, procedures, guidelines program/project delivery changes would have on the Materials Branches ability to provide an acceptable level of service.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for recognizing a wide variety of difficult engineering, functional and administrative problems and taking an effective, appropriate course of action. Failure to do so would result in critical project delays, additional construction or maintenance costs, unnecessary expenditure of funds and potential future liabilities.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have frequent contact with Headquarters' personnel, contractors, consultants, Federal Highway Administration representatives, local agencies, general public and personnel from nearly all of the various District branches or units.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Work is accomplished in a variety of settings such as an office setting with artificial light and temperature control, outdoors in remote areas and along the travel way of highways. This position may require occasional field visits and the use of a helmet and vest. The incumbent must be able to perform duties described in this document in a safe manner that does not engender potential danger to him/herself or others.

WORK ENVIRONMENT

Work is accomplished in a variety of settings such as an office setting with artificial light and temperature control, out-of-doors in remote areas, along the travel way of highways, etc.

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