

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer	OFFICE/BRANCH/SECTION 59/DES/Office Engineer	
WORKING TITLE Assistant Project Manager, HCBPA	POSITION NUMBER 559-285-3161-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 the general direction of a Supervising Transportation Engineer (Office Chief), the Senior Transportation Engineer directs the activities of the Office of Highway Construction Bid Preparation and Analysis (HCBPA) and is responsible for developing and implementing a complete and integrated Electronic bid system for Caltrans major construction projects and for the replacement of the legacy systems used by the Division of Engineering Services-Office Engineer (DES-OE) to track, advertise and award construction projects. The incumbent leads a group of engineering staff who contribute to the HCBPA system development. The incumbent provides HCBPA system related guidance and technical assistance to Districts and the Division of Engineering Services staff in bid analysis, bid collusion detection, DES-Office Engineer's Internet content, special studies and other contract award engineering issues.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Acts as the Assistant Project Manager for the Caltrans Electronic Bid Project (E-Bid). The incumbent is responsible for developing the Project Management Plan. Leads the effort to secure project funding, consultant contracts, project development and testing, training and project roll-out.
25% E	Work with Headquarters Information Technology (HQ IT) to develop replacement systems that integrate with Caltrans standard system architectures. Leads and/or work with other functional units on selecting consultants, developing Feasibility Study Reports and issuing Request for Proposal documents. Work with HQ IT and outside vendors to test and implement new systems.
15% E	Assists the Office Chief in the preparation and distribution of electronic contract advertisements and addenda on Caltrans major construction projects. Provides technical oversight of consultants performing engineering work under contract with the Department; manages engineering contracts between the Department and private engineering firms.
15% E	Coordinate with other technical staff responsible for the development and maintenance of DES-OE tools used to prepare construction contracts, monitor contract status, assemble bid documents, generate reports and administer legal contract advertisement, bid opening award and approval.
5% E	Represent the Office Chief and the DES-OE on multi-disciplinary committees or task forces evaluating innovative methods of contracting or proposed electronic construction advertising and bid analysis.
5% M	Briefs management on the HCBPA project development activities, prepares complex reports. Responds to contractor and public inquiries concerning Electronic Bidding.

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

The project task leader does not supervise staff but acts as the lead for two Transportation Engineers (Civil or Electrical) and an administrative staff. The incumbent is responsible for providing technical recommendations to other task force members, E-Bid consultants, IT staff and various Office Engineer staff in the planning, development and implementation efforts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of the Departmental project delivery and project management processes, and the role that Office Engineer plays in those processes. Must have a thorough knowledge of and the ability to interpret and apply laws, rules, policies, and practices related to contracts prepared and administered under the State Contract Act. Must be familiar with information technology, electronic and internet processes and be capable of providing strong leadership to

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others in a team environment. Must be able to establish goals, determine implementation timelines necessary for integration of new internet technology into the contract bidding process. Must have good communication skills with the ability to express ideas and present information both verbally and in writing to Departmental management, Districts, other Divisions, consultants, vendors and others in both the public and private sectors. The incumbent must use good, sound engineering judgement and have an understanding of the existing contract bidding processes used within Caltrans. The incumbent must also be able to effectively interact with technology consultants and Department staff to discuss, develop and implement new technology into the bidding process used in a large statewide function. Must be able to analyze difficult technology and engineering related issues and problems, and determine the proper course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

These projects are consistent with the Governor's e-Government and e-Commerce initiatives. Improper or poor project management within the task could cause delays or failures in the implementation of the projects. That would be in conflict with the goal to establish Caltrans as a leader in the application of technology to government business practices.

PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Engineer has frequent contact with all levels of staff and management within the Department of Transportation, contractors, subcontractors, other state government agencies, the Federal Highway Administration and the public, via the telephone and through written correspondence. The incumbent must be able to communicate effectively, orally and in writing.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must be able to communicate verbally in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

WORK ENVIRONMENT

The incumbent performs assigned tasks in an office atmosphere having sufficient light and reasonable noise levels with periodic travel to district locations possible. The Division of Engineering Services houses employees in cubicles supplied with a personal computer and other tools needed to carry out assigned responsibilities.

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