

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Senior Transportation Engineer, Caltrans	OFFICE BRANCH/SECTION 54 – Construction, Engineering Management	
WORKING TITLE Performance Measures Engineer	POSITION NUMBER 913-500-3161-008	EFFECTIVE DATE 07/01/2014

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 general direction of the Chief, Office of Engineering Management, a Supervising Transportation Engineer, the incumbent performs difficult and complex engineering work related to specialized engineering projects and research studies as well as provides technical oversight of consultants performing engineering work. The incumbent works with engineers in districts and others relative to the details of work performed in a district; develops special reports; and develops and recommends changes in policies, programs, standards and concepts. Serves as the project manager for the development, modification, coordination and implementation of construction and other project delivery performance measures; ensures timely construction program support; and manages A&E consultant contracts. Exceptional leadership, initiative, and communication skills with district and structure design and construction engineers, project managers, and consultant engineers are fundamental to carrying out the mission of this position.

Specific duties include, but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Program Support: Develop and continuously improve performance measures to aid management in tracking the effectiveness of the Construction Division. Develop and implement standardized and ad hoc engineering reports reflecting the status of the construction program. Coordinating with headquarters and district management, perform various difficult and complex analyses and develop concise, technical engineering reports related to construction trends. Coordinate and respond to construction-related internal or external inquiries and recommendations, including employee suggestions, audits and associated audit findings, or management requests. Coordinate the development and maintenance of the construction file server organization.
25%	E	Lessons Learned: Work with construction engineers and project engineers to develop methodologies for collecting, documenting, analyzing and providing feedback from program and project lessons learned to headquarters and district project delivery divisions. Develop special reports and recommend changes in policies, programs, standards and concepts. Implement effective engineering and planning strategies to incorporate engineering improvements.
20%	E	A&E Contracts: Develop statements of work and requests for proposals for the use of consultants, manage the associated contracts, and provide technical oversight of consultants performing engineering work.
20%	E	Special divisional research studies and engineering projects, including preparation of issue papers and policy proposals that may or may not be related to program support. Provide oral and written presentations (i.e. power point) to division managers. Represent Caltrans and the Construction Division on committees and at meetings.
5%	M	Review and develop legislation affecting the Division of Construction.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No direct supervision is exercised. However, the incumbent performs a lead role and may direct the activities of other personnel who assist in developing business plans and reports.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must possess the knowledge of the purpose, organization, policies and procedures of the Department; transportation economics and financing; and the methods and materials used in the construction of state highway facilities. The incumbent should have knowledge of the goals, objectives, organization policies and procedures of project development.

The incumbent must have the ability to prepare complete and comprehensive engineering reports, accurately analyze matters relating to construction engineering and adopt an effective course of action; present recommendations and information through oral and written communication methods and address an audience effectively; and effectively contribute to the Department's industry relations objectives. The incumbent must have the understanding of construction field office procedures and knowledge of computer applications. The incumbent must have the desire and ability to work cooperatively with others, analyze situations accurately, and take effective action.

The incumbent must possess a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers and have the knowledge of construction policies and practices, including construction techniques, construction engineering, and construction contract administration.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action in carrying out assigned duties. Initiates, develops, and makes recommendations on changes in policies and procedures. Failure to carry out these responsibilities could result in inefficient project delivery for the Division of Construction and loss of construction industry and public confidence in the Department as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain working relationships with district staff as well as other headquarters' units, and with federal, state, and local entities, construction companies, consultants, and others. Responds to external inquiries and sensitive issues with external entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent develops new insights into situations and applies innovative solutions to make organizational improvements. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent creates a work environment that encourages creative thinking and innovation as well as develops and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.

The incumbent must be able to develop and maintain cooperative working relationships, be able to resolve emotionally charged issues reasonably and diplomatically, and behave in a fair and ethical manner toward others. The incumbent demonstrates a sense of responsibility and commitment to public service as well as influences others toward a spirit of service and meaningful contributions to mission accomplished. The incumbent values cultural diversity and other individual differences in the workforce, ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner.

WORK ENVIRONMENT

The incumbent will usually work in a climate-controlled office under artificial lighting, but may be required to travel to districts and construction field offices.

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.)

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

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