

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer-Specialist	59/DES/Office Engineer	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Standards Engineer	559-285-3161-xxx	11/2014

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 direction of a Supervising Transportation Engineer, the Senior Transportation Engineer works independently and responsibly develops plans and specifications to be used in Caltrans, other State agencies, city, and county construction contracts. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Prepares revised and new plans and specifications for California's Department of Transportation Standard Plans, Specifications, and Standard Special Provisions. Responds to a variety of complex requests for modification or change to plans and specifications, and incorporates the results of these revisions, material furnished by others, and independent research into new or revised Standards; and is responsible for their accuracy and clarity. Represents Office Engineer with the responsibility of developing training packages for District and Program staff to meet necessary quality levels and to maintain consistency and uniformity of the Standard Plans and Specifications and Standard Special Provisions.
45%	E	Performs special studies and represents Office Engineer on senior and supervising engineer level task forces and committees involved in developing and disseminating plans and specifications worldwide.
5%	M	Responds to inquiries from FHWA, other state and local agencies, Districts, contractors, suppliers and the general public on Standard Plans and Specifications, and Standard Special Provisions; and prepares correspondence, reports, and engineering studies.

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a thorough knowledge of the Standard Plans and Specifications, Standard Special Provisions, design and construction practices, the State Contract Act and Departmental policies; and a professional-level skill in technical writing. Must have the ability to apply mathematical and physical sciences gained by education and through transportation related construction and design experience and practice. Must have the ability to understand and convey technical engineering information both verbally and in writing. Must have the ability to review and to affect the necessary changes due to technical inaccuracies and discrepancies to plans and specifications prepared by other engineers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position must determine if proposed specifications will result in efficient use of personnel, materials, and construction equipment, and at the same time, enhance the environment and provide for public safety. Failure to do so would result in increased working days, injunctions against a project because of environmental problems, high accident rates and inconvenience to the traveling public. Must ensure that specifications conform to the legal requirements of the Federal

ADA Notice

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Highway Administration, the California Vehicle Code, the California Occupational Safety and Welfare Department, and other regulatory agencies. Must analyze and determine what laws are to be covered in the contract documents. Failure to do so could result in the suspension or termination of a project because of non-compliance with labor standards; air, water or noise pollution; lack of permits or licenses; violation of patents; lack of sanitary provisions, and violation of public safety and public convenience. Failure to do the above could result in additional administrative and legal costs, as well as contract claims.

PUBLIC AND INTERNAL CONTACTS

This position requires contact with personnel representing the various Headquarters Programs and offices, District representatives, the Associated General Contractors of California (AGCC) and Federal Highway Administration (FHWA). Direct communication with suppliers and manufacturers of materials used in highway construction is also required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit for prolonged periods of time using a keyboard and video display terminal. Must have the ability to maintain sustained mental activity needed for report wiring, analyzing situations, problem solving, 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 frequent travel to district locations statewide. 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