

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer	OFFICE/BRANCH/SECTION D7/CCO Desk/Estimates Desk	
WORKING TITLE Branch Chief - CCO/Estimates	POSITION NUMBER 907-501-3161-	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 a Supervising Transportation Engineer, Construction Engineering Management, the Senior Transportation Engineer (Civil) in the CCO Desk/Estimates Desk carries out the following and any other CCO/Estimates related tasks:

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Review, process, and recommend approval for all Contract Change Orders (CCOs) Memoranda and CCOs submitted by Resident Engineer to the Office of Construction Engineering Management. Check for accuracy and completeness and ensure compliance with CCO policies, procedures, and directives, as described in the Construction Manual and District 7 CCO Manual. Consult and provide technical assistance to Resident Engineers in the preparation of CCOs. Analyze and interpret Management Policies and/or directives and communicate these policies effectively to the Resident Engineers and field personnel, and Contractors. Prioritize workload and resolve CCO related questions and problems. Maintain CCO data into computer system timely and accurately. Responsible for all aspects of CCO process at the CCO Desk section.
25%	E	Plan and oversee all documents pertaining to Progress Pay Estimates, after Acceptance Estimates. Proposed Final Estimates, Semi-Final Estimates and Final Estimates. Determine the accuracy and propriety of various payment documents prepared by field engineers based on the Construction Manual for each contract. Analyze and review contract Special Provisions to determine the required documents and if deductions are necessary for future railroad flagging bills. Calculate and verify proper deductions for Liquidated Damages on contracts that have overruns. Review various documents required by the Contractor upon completion. Analyze and interpret Management Policies and/or directives and communicate these policies effectively to all field personnel and Contractors.
15%	E	Provide CCO-related reports and carry out other CCO-related duties, as directed by the Office Chiefs, and/or Deputy District Director. Provide CCO-related training, whenever necessary, to Resident Engineers, Assistant Resident Engineers and to Construction field staff.
10%	E	Act as liaison and facilitator between the field offices, Headquarters Accounting Division, Headquarters Construction Division, and Contractor--to review, verify, and process receiving records for timely payment of Minor Contracts.  Maintain District 7 Construction historical file and documentation relating to Construction Contracts and payments to Contractors, CCOs, Contract Award and Contract Acceptance documents.
5%	M	Supervise the bidder inquiry process on Construction Contracts and thoroughly coordinate and investigate, and provide timely and conclusive responses to all bidder inquiries. Oversee all Contract Award and Construction Contract Acceptance (CCA) documents, new project Cross-

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Sections, Soil/Waste reports and RE Pending files, etc.

5% M Monitor progress payments to Construction Contractors to assure timely processing of payments to meet Federal Requirements and to prevent payment of interest for late payment. Review the priority to be given to all Estimate Desk documents, interpret questions and problems.

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Senior Transportation Engineer exercises direct supervision over 7 Transportation Engineers (Civil) and 3 Associate Governmental Program Analysts.

Receives general direction from the Office Chief of Construction Engineering Management.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge and procedures which result in the processing and payment of multi-million dollar Construction Contracts; fiscal policies which affect these contracts and how they are most effectively implemented.

Knowledge of payment specifications and requirements. The ability to make fair and equitable decisions in a timely manner. Ability to work independently and perform Estimate-related duties.

Knowledge of all phases of highway construction and contract administration. Know the policies which affect these contracts and how they are most effectively implemented.

Knowledge of contract plans, Standard Specifications, Special Provisions, and other contract requirements. The ability to make fair and equitable decisions in a timely manner. Ability to work independently and perform all CCO-desk related duties.

Ability to review and interpret construction contract documents based on sound engineering judgment.

Must have good written and verbal skills to communicate effectively.

Ability to obtain and evaluate data; give clear and concise directions; to make clear and concise written and oral presentations, and to deal effectively with others. This position requires independent initiative to meet work commitments and schedules. Must be able to use personal computers and the ability of inputting data to computer systems.

Must be capable of interpreting Management policies, procedures, directives, Standard Specifications, Special Provisions; Construction Manual, local, and Federal requirements; and evaluate where, how, and when this information is to be processed for a particular project, as it relates to the District 7, CCO Desk, and Estimate Desk.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer has the responsibility for organizing this work quickly and effectively so that the review of the CCOs can be accomplished within specified deadlines. He/she must be able to make decisions concerning the execution of assigned duties. He/she has the ultimate responsibility for all decisions and recommendations involving the District Construction Office - CCO/Estimate Desks.

Any errors in decision or judgment of other contract administration paperwork would result in significant additional costs to the State in the designing and constructing new projects. Inadequate leadership can result in overpayment to contractors and unnecessary expense and delay in the State in recovering overpayments.

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### PUBLIC AND INTERNAL CONTACTS

The employee must work closely with all levels of personnel to provide a smooth working organization in the District and Headquarters. It is necessary for him/her to maintain close contact with other offices within the District to provide a coordination of effort. In addition, he/she must deal with Local, State, and Federal agencies as part of the work. He/she

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must also maintain personal contact with the public to minimize the effect of construction operations on nearby property owner and the highway users.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long period of time using a keyboard and video display terminal. He/she may be required to move large, cumbersome plans, documents from one location to another. He/she may be required to stand or walk for prolonged periods or walk on slopes or rugged terrains.

The employee will be required to perform, sustain mental activity to write reports, solve problems, and perform calculations, analysis, and reasoning.

The employee will need to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and follow instructions from supervisors on different levels.

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## WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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)

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EMPLOYEE (Signature)

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DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

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DATE