

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	District 11/Construction Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Transportation Engineer - Imperial County	911-516-3161-xxx	

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 the Division Chief of Construction, a Supervising Transportation Engineer, the Senior Transportation Engineer is responsible for the administration and day-to-day management of large complex construction projects in the Imperial County.

The incumbent supervises 6-12 field engineering employees performing contract administration on large complex field projects and ensures projects are built in conformance with all applicable laws, specifications and plans. The incumbent must possess a certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.

**TYPICAL DUTIES:**

Percentage		Job Description
35%	E	<p><b>CONSTRUCTION-PROJECT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Supervises construction activities with the Contractor.</li> <li>• Reviews and approves work schedules, reviews traffic handling plans.</li> <li>• Discusses issues contractors may have with the plan specifications and/or execution of the work.</li> <li>• Manages contracts with external partners, utilities companies, regulatory agencies, environmental agencies, California Highway Patrol (CHP) and local municipalities.</li> </ul>
20%	E	<p><b>SUPERVISION</b></p> <ul style="list-style-type: none"> <li>• Reviews and directs staff to effectively administer contracts in accordance with the plans and specifications. This involves on-the-job training, continuous review of performance and communication with staff on their performance/development.</li> <li>• Provides guidance to staff on how to work safely.</li> </ul>
20%	E	<p><b>DISPUTE RESOLUTION</b></p> <ul style="list-style-type: none"> <li>• Negotiates claims in the best interest of the State.</li> <li>• Serves as Claims Manager for all contracts within his/her area of responsibility.</li> <li>• Evaluates strengths and weaknesses of each claim.</li> <li>• Is responsible, with the Resident Engineer, for preparation of the Claims report.</li> <li>• Acts as second level in Dispute Resolution/Partnering Hierarchy.</li> </ul>
10%	E	<p><b>CONSTRUCTION DEPARTMENT LIAISON FOR ALL CALTRANS INTERNAL/EXTERNAL CONSTRUCTION ISSUES.</b></p> <ul style="list-style-type: none"> <li>• Constructibility Reviews during Project Development.</li> <li>• Traffic Reviews with the District Traffic Engineer.</li> <li>• Assists the Resident Engineer with requests for G12 funding.</li> <li>• Represents the Construction Department in District/Headquarters Committees.</li> </ul> <p><b>PUBLIC LIAISON FOR CONSTRUCTION RELATED ISSUES.</b></p> <ul style="list-style-type: none"> <li>• Represents the State to the Construction Industry.</li> <li>• Works with Local Authorities to resolve Construction related issues.</li> <li>• Responsible for emergency/disaster response as outlined in the District Plan.</li> </ul>
15%	M	<p><b>STAFFING AND PROJECT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Collaborates with Division Chief and Construction Engineers regarding staffing and project assignments.</li> <li>• Reads, interprets and implements policies from Headquarters Construction, District and other</li> </ul>

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external entities.

- Develops and recommends policy to District/Headquarters management.
- May be called upon to act as the Division Chief in his/her absence.

<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 supervises six to twelve engineering staff and other office staff. The Senior Resident Engineer/Construction Engineer also provides guidance to consultants assigned to the project.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have comprehensive and in-depth knowledge of methods, materials, and equipment used in construction; construction law, environmental laws and regulations, and modern standards of transportation engineering and systems planning. The incumbent must understand methods of construction contract administration, and must be able to prepare progress pay estimates and contract change orders; and must possess effective speaking and writing skills for oral presentations and/or written reports.

Possession of a valid California driver's license is required to operate a State vehicle.

Analytical ability is a key requirement of the incumbent, who works in an adaptive problem-solving environment, requiring the capacity to produce recommendations after a thorough review and understanding of the unique problems confronted on a day-to-day basis.

The incumbent must possess good analytical skills and technical expertise to interpret policies, agreements, and contracts; and develop and implement new and innovative procedures. The incumbent must have the ability to work independently as a technical expert, make recommendations, set priorities, and meet deadlines.

The incumbent must have knowledge of principles and techniques of personnel management and supervision; the ability to present reports and presentations to both internal and external stakeholder groups; and knowledge of computer systems, and Equal Employment Opportunity (EEO) policies.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer is a "Professional Engineer" within the meaning and intent of the Professional Engineers' Act. The Senior Transportation Engineer is responsible for the work involved in the satisfactory administration and completion of department construction contracts; acts as a representative of the Chief Engineer and, with limited authority, to bind his principals, and assures that complete and accurate records are maintained. The incumbent is responsible for decisions, actions, and the consequences inherent with the resourcing and development of the district's highway capital program. Failure to properly scope, estimate, or oversee and interpret policies, procedures and directives could result in costly disputes with contractors, legal actions, project delays and improperly designed projects. Failure in any of the above would result in financial loss to the State and possible injury to the traveling public.

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### PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Engineer has continuous contact with District and Headquarters personnel and other internal partners. He/she will also be required to communicate in a professional manner with a wide range of external partners. The incumbent has frequent contact with employees in various branches of the District office and Headquarters, consultants, and public agency representatives for data gathering, report processing, and program coordination.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements- Adequate vision to drive a vehicle, and adequate hearing to function safely in a field environment. The incumbent may be required to sit for long periods of time to use a keyboard and video display terminal or attend meetings. The work is technical in nature and requires good problem solving skills. The incumbent must be able to reason logically, recognize problems and develop solutions, and make recommendations for improvement. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making.

Mental Requirements- Work productively in a busy often changing environment, perform multiple tasks simultaneously, maintain a project schedule and do accurate and timely follow-up on issues.

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## WORK ENVIRONMENT

The work environment embodies all aspects of the field construction locations plus the division office. Safety is always a factor in the field locations due to the extensive exposure to traffic, heavy construction equipment and the outdoor environment. This position will be located in the Imperial County and travel will be required.

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