

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b>	<b>OFFICE/BRANCH/SECTION</b>	
Senior Transportation Engineer	Office of Project Oversight	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Construction Oversight Engineer	913-110-3161-912	November 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 general direction of the Chief, Office of Project Oversight, a Supervising Transportation Engineer, the Construction Oversight Engineer (Senior Transportation Engineer) is responsible for performing construction oversight and monitoring of local agency federal-aid construction projects located in the assigned geographic areas. Construction oversight and monitoring will be performed in accordance with the Local Oversight Action Plan, Local Assistance Procedures Manual, "Quality Assurance Program Manual", and other approved documents.

**TYPICAL DUTIES:**

Percentages  
Essential (E)/ Marginal (M)<sup>1</sup>      Job Description

- 50% (E)      Perform construction oversight and monitoring of local agency federal-aid projects under construction in the assigned geographic areas. Review local agency project construction records and specific areas of contract administration deemed high risk as identified through previous Federal and State process reviews or through other means. Conduct interview with local agencies' engineering staff and evaluate the agencies' performance and compliance with Federal and State requirements. If deficiencies are identified in the local agency project, work with Caltrans District Local Assistance Engineer's (DLAE's) to develop appropriate action plan, including corrective actions by local agency, and potential sanctions against the agency.
- 15% (E)      Prepare reports to the Construction Oversight Program Coordinator (Coordinator) summarizing local agencies' meeting results, agencies' responses, and any observations, findings and or concerns the Construction Oversight Engineer may have regarding the local agencies' administration of federal-aid construction contracts
- 15% (E)      Work with the statewide coordinator to improve the review process of local agencies and identify areas that need improvement. Work with the Construction Oversight Program Coordinator in developing and providing training to the local agencies and/or

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

revise the Local Assistance Procedure Manual to ensure local agencies improve in areas identified as needing improvement.

- 10% (E) Work with DLAEs in the responsible geographic areas as an expert in contract administration to provide assistance in the reviews and approvals of “Major” contract change orders (CCOs) on local agency projects.
- 5 % (M) Present information to the Federal Highway Administration (FHWA) and other governmental agencies on construction oversight related issues as required, and represent Division of Local Assistance (DLA) at meetings.
- 5% (M) Act on behalf of the Office Chief during 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.

---

---

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

---

### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Construction oversight and monitoring of local agency federal-aid construction projects will require the incumbent to be abreast of sound engineering contract administration and construction practices and be familiar with the Local Oversight Action Plan (FFY 2009), Local Assistance Procedures Manual, “Quality Assurance Program Manual,” and other related documents.
- Must be familiar with Caltrans Local Assistance’s roles and responsibilities in the oversight of projects administered by local agencies off the state highway system.
- Must be able to provide feedback regarding DLA policies and investigate background information needed for developing new procedures and guidelines to produce timely and effective studies and reports needed for Caltrans or the FHWA.
- Must be familiar with the assigned responsibilities of the office, related to department goals, objectives, policies and standards and initiate measures to remedy deficiencies when appropriate.
- Must have knowledge of the internal working arrangements of a typical Caltrans District Local Assistance office.
- Must be familiar with federal aid transportation project requirements.
- Must be familiar with the construction contract administration requirements for local agency construction projects funded with federal-aid funds.
- Must be able to interact well and work effectively with others in a cooperative manner.
- Must be able to communicate clearly and concisely in writing and in person and produce accurate reports in a timely manner.
- Must be able to use a wide variety of reference materials and have the ability to extract specific information for application.
- Ability to learn and implement the latest changes.
- The work and responsibilities of this position require knowledge in project development, programming, maintenance and construction. This person must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations in all issues related to construction of local agency projects.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for using professional judgment in making decisions. Taking independent action and initiative in carrying out regular assigned duties related to review of construction projects in the assigned area.

The incumbent must provide timely updates on issues and concerns and must suspend action and request guidance, clarification and direction from the office chief when needed.

Responsible for assuring the highest level of local agency product quality within given resources.

Errors in judgment and decisions may cause loss of project funding from federal-aid sources, and/or create incompatibility with federal, state or local laws and requirements i.e. compliance with Americans with Disabilities Act.

---

---

### PUBLIC AND INTERNAL CONTACTS

The Construction Oversight Engineer will interface with the DLAE's, DLAE staff, and the Construction Oversight Engineer "Coordinator" in the Office of Project Oversight, DLA at Headquarters. The Construction Oversight Engineer will work closely with and provide completed project review reports, including observations, concerns, and findings to the Construction Oversight Engineer "Coordinator" at Headquarters with a copy to the DLAE responsible for that local agency federal-aid project.

Maintain continuing relationships with many different staff levels within the Department both in Headquarters and in the districts, providing assistance and policy interpretation in matters concerning assigned responsibilities. Coordinate activities with agencies outside of the Department in accomplishing partnership and mutual goals. Maintain communication with clients, including written and oral presentations.

---

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Initiative is required to isolate issues and to find solutions for practical problems, which arise during the construction of projects. It is necessary that the person in this position take independent action to investigate, research, and stay abreast of the changes in the federal and state laws related to transportation. This person must be able to expand on the practical application of written policies, procedures and standards, and also be able to prepare issue papers, exception requests and reports recommending changes to existing procedures and standards when necessary.

The incumbent must be open to change and new information, adapt as needed to changing conditions and unexpected obstacles, and developing alternative solutions and recommendations based on the best available information.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

### WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The work environment will include both office and field environments, including transportation construction zones. Incumbent will be required to travel to district offices, offices of other state or federal agencies within or outside the assigned geographical area, or other meeting facilities, and/or to the sites of proposed projects. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

---

---

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

---