

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, Caltrans	54 - Construction, Construction Engineering	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Construction Quality Engineer	913-500-3161-xxx	10/01/2014

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 general direction of the Chief, Office of Construction Engineering, a Supervising Transportation Engineer, the individual will perform difficult and complex engineering work related to evaluating quality of construction including materials and workmanship. The engineer is the Division's lead for quality assurance for construction projects including developing and implementing policy, procedures and specifications. Will need to work with specialists from multiple functional groups within and external to the Department. Will develop performance measures and special reports. Will develop and recommend changes in policies, procedures, specifications and training. Exceptional leadership, initiative and communications skills are essential to carrying out the duties of this position.

Specific duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	<p>Prepare Statewide Construction Policy and Procedures</p> <ul style="list-style-type: none"> • Act as the Division of Construction subject matter expert for quality assurance for construction projects. • Maintain the Construction Quality Assurance Program Manual. • Develop policy and procedures related to construction quality assurance. • Prepare Construction Policy Bulletins and Construction Procedures Directives for implementing policy and procedures.
25%	E	<p>Measure Quality Performance</p> <ul style="list-style-type: none"> • Develop performance measures program to ensure materials and workmanship quality. • Implement performance measures program on a District basis and independent assurance to ensure uniform statewide reporting. • Compile on a quarterly basis performance measures data that can be used for construction quarterly performance reporting.
20%	E	<p>Specification Development and Review</p> <ul style="list-style-type: none"> • Develop new and revised specifications that are needed to improve quality. • Review new and revised specifications proposed by other Caltrans units that involve materials, construction inspection and test methods to ensure that quality control and Department acceptance criteria are well defined. • Work with Office Engineer(OE) on specification style guide related to quality assurance.
10%	E	<p>Work with Other Organizations</p> <ul style="list-style-type: none"> • Attend internal Caltrans meetings with other programs and external industry meetings. Represent the Division of Construction in this area of expertise. • Work with other states, industry and engineering organizations in the development of quality assurance specifications. • Participate in reviews by FHWA and others involving the Construction Quality Assurance Program. • Act as staff to district construction staff and management in solving problems related to quality assurance.

ADA Notice

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| 10% | M | <p>Innovation</p> <ul style="list-style-type: none">• Develop improvements in quality control, Department acceptance testing and inspection methods. Use the latest innovative specifications to improve the quality of highway construction. Evaluate various approaches, for improving quality including methods of pay, incentive/disincentive payment and rejection threshold for materials. |
| 5% | M | <p>Training</p> <ul style="list-style-type: none">• Develop proposals for training related to quality assurance.• Implement quality assurance training for industry and Caltrans staff. |

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

No direct supervision is exercised. However, the individual will perform a lead role and may direct the activities of other personnel who assist in developing reports, policies, procedures, specifications and training.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The individual must possess the knowledge of the purpose, organization, performance measures, policies and procedures of the Department and the Division of Construction; the methods and materials used in the construction of state highway facilities; the state and federal laws and regulations pertaining to materials incorporated into these facilities; the process for material sampling and testing of construction materials and products; the Department's specification development process; and fundamentals for developing effective training courses.

The individual 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 individual must have the understanding of construction field office procedures and knowledge of computer applications. The individual must have the desire and ability to work cooperatively and effectively with others, analyze situations accurately, and take effective actions.

The individual 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 procedures, including construction techniques, construction engineering, material sampling and testing processes and construction contract administration.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The individual is responsible for independent action in carrying out assigned duties. Initiates, develops and makes recommendations on changes in policies, procedures, specifications and training. Failure to carry out these responsibilities could result in inefficient project delivery within the construction phase and loss of confidence in the Department by stakeholders.

PUBLIC AND INTERNAL CONTACTS

The individual must establish and maintain working relationships with district and headquarters' functional groups, and with federal, state, and local entities, construction companies, material suppliers, consultants and others. Responds to inquiries and sensitive issues with external entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The individual develops new insights into situations and applies innovative solutions to make organization improvements. The individual must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The individual 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 individual 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 individual must demonstrate a sense of responsibility and commitment to public service as well as influence others toward a spirit of

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service and meaningful contributions to mission accomplishment. The individual 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 be headquartered in Sacramento and will usually work in a climate-controlled office under artificial lighting. Occasionally, the employee will be required to travel within the State to meetings, districts and construction field offices. During project site visits the employee will work outdoors which may cause exposure to dirt, dust, noise, uneven ground surfaces; allergens in the air; and/or hot or cold temperature extremes.

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