

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 54 / Construction / Contract Administration	
WORKING TITLE Construction Claims Engineer	POSITION NUMBER 913-500-3161-009	EFFECTIVE DATE 10/20/11

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 Contract Administration, the construction claims engineer, operating in a specialist capacity, performs difficult and complex engineering work relating to specialized transportation projects and research.

The claims engineer is a representative of headquarters that confers with engineers in district and others relative to the details of work planned or performed in a district; makes special reports and investigations; and develops and recommends changes in policies, programs, standards and concepts.

The claims engineer functions in the capacities of subject matter expert and developer of policies, procedures, and specifications; measures claims administration performance; and recommends process improvements for notices of potential claim, claims, and claim settlements.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
20% E	<p>Clarify notices of potential claim, claims, claim settlements, contract specifications, policies, and administrative procedures by:</p> <ul style="list-style-type: none"> <li>* Serving as the subject matter expert.</li> <li>* Evaluate the merits of claims in accordance with construction engineering principles, the contract plans, the contract special provisions, the standard plans, and the standard specifications.</li> <li>* Reviewing and responding to requests for assistance in the preparation, approval and processing of potential claim, claims, and claim settlements.</li> <li>* Staying informed on the latest owner and contractor trends and best practices for resolve construction claims and disputes.</li> <li>* Attending and delivering presentations at meetings.</li> <li>* Administrating customer surveys and focus groups.</li> <li>* Conducts semi-annual statewide claims engineer meetings.</li> <li>* Training on an individual or group basis.</li> </ul>
20% E	<p>Review claim settlement reports, board of review reports, and district director final determination of claims to identify process improvements and catalogue lessons learned:</p> <ul style="list-style-type: none"> <li>* Collect and scan claim settlement reports, board of review reports, overhead contract change orders, and district director final determination of claims letters into an electronic data warehouse.</li> <li>* Analyze claim settlement reports, board of review reports, and district director final determination of claims letters for weakness of the contract documents on an individual and programmatic basis.</li> <li>* Provide recommendations to Division of Construction management to improve contract specifications and policies/procedures.</li> <li>* Identify best practice solutions and propose recommendations for management action.</li> </ul>

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- 20% E Develop, improve, and support the administration of the construction claims process to assure the:
- \* Contractor's notice of potential claim is complete and timely.
  - \* Contractor's exceptions to proposed final estimate are clearly defined, complete and timely.
  - \* Internal district reviews are thorough, complete, fair and competent.
  - \* Board of Review are conducted, documented and closed out in a timely manner by qualified managers.
- 20% E Provide management information and support by:
- \* Recommend improvements to contract specifications, policies and procedures to Division of Construction Management.
  - \* Identifying operational impacts and recommends a Division of Construction position on proposed changes to laws, delegations, management practices, and polices.
  - \* Collect and analyze contract administration data. Identify data trends and develop explanations to support the data.
  - \* Preparing issue papers, delegations of authority, oral presentations, fact sheets, decision documents, legislation and policy proposals on complex policy, laws and regulations.
  - \* Monitoring and reporting claims status and activity on a monthly and quarterly basis.
- 20% M Prepare general statewide construction policy, specifications, training and administrative procedures by:
- \* Developing policy, procedures, and specifications for implementation of contract administrative best management practices.
  - \* Developing, reviewing, and coordinating with other functional units to update and improve contract specifications.
  - \* Preparation of consultant contracts and task orders, and may work in the capacity of contract manager or task order manager.

<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

No direct supervision is exercised.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must hold a valid registration as a professional civil engineer.

The incumbent should have:

- \* Knowledge of the goals, objectives, organization policies and procedures of project development, especially of the Division of Construction.
- \* Extensive experience and knowledge in construction contract administration.
- \* Superior writing and verbal communication skills.
- \* Ability to take initiative and to work independently.
- \* Ability to complete work assignments on time and with quality.
- \* Ability to prioritize work and complete many assignments under tight time constraints.
- \* Some knowledge of construction contract laws, codes and regulations.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action in carrying out the broad range of professional and technical duties described to ensure conformance with policies/procedures and contract documents. Failure to carry out the responsibilities of the position could result in engineering failures. Additional project delivery costs to the State may be realized through inefficient contract administration and validated contractor claims.

## PUBLIC AND INTERNAL CONTACTS

The incumbent will have written and oral communications with various levels of headquarters and district personnel. The incumbent is encouraged to contact local, State and Federal agencies; as well as the private sector to assure successful performance of the previously described duties.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects with short notice. The incumbent will be required to develop new insights into difficult situations, to apply innovative approaches to solve complex construction problems, to create a work environment that encourages creative thinking and innovation, and to create a sustainable organizational culture that encourages others to provide the quality of service.

The position requires the ability to develop and maintain cooperative working relationships, to resolve emotionally charged issues reasonably and diplomatically, to work effectively under pressure, to maintain focus and intensity, to remain optimistic, to be persistent under adversity, and to adapt appropriate behaviors and work methods to respond to new information, changing conditions and unexpected obstacles. This position requires a fair and ethical behavioral manner toward others and a demonstrated sense of responsibility and commitment to public service.

## WORK ENVIRONMENT

The position work environment is primarily in an office. Minimal travel may be required.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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