

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION North Region Construction	
WORKING TITLE Area Construction Engineer/Senior Resident Engineer	POSITION NUMBER 928-502-3161-XXX	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 direction of an Area Construction Manager, a Supervising Transportation Engineer, the incumbent acts as an Area Construction Engineer, supervising various classifications of engineers and support staff, which are administering construction projects throughout the Region, and may also be Resident Engineer on large or very complicated projects. The area of work changes periodically, depending on the workload between the North, South and Southeast Construction Management areas. The Area Construction Engineer maintains liaison with Cities, Counties, Regional Agencies, Forest Service, Federal Highway Administration and others; conducts field reviews for contract compliance; monitors the status of construction projects, and is responsible for efficiently constructing quality facilities within the designed cost, scope and schedule for delivery. Must be a professional licensed engineer and have a current driver's license.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	As Area Construction Engineer, the incumbent makes decisions and institutes action that constitutes the practice of civil engineering. Prepares reports and correspondence for management and makes presentations of information, concerning up-coming and on-going projects, to the local agencies and general public being affected by projects in their area. As Resident Engineer and first-line supervisor, supervises the activities of a team of inspectors, surveyors, consultants and office personnel in the inspection and administration of very large ongoing construction projects. The incumbent makes decisions on difficult engineering and administrative problems to keep projects running on time and within budget. Keeps accurate and accountable project records to insure the State's interest is properly represented during any claims hearings or litigation, concerning the project. Review plans for completeness and accuracy. Prepare reports, estimates and correspondence for management and contractors during the construction of the project. The incumbent will present information concerning the project during public hearings.
30%	E	The incumbent will prepare and present claims presentations, representing the State's interest during contractors' claim hearings and litigation hearings. Perform special construction related research and reports, as requested by management, regarding construction projects, workload and resource needs. Under special circumstances, may act as Project Manager on a series of construction projects.
10%	E	Meet and confer with District Division Chiefs and senior-level staff who are Construction's customers, to ensure the various District programs and project guidelines are met.
10%	E	Budget personnel and other resources as necessary, to administer contracts, attain project quality, provide staff training, and ensure the safety of all staff and the traveling public.

<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**

The incumbent directly supervises several registered and non-registered engineers and support staff. The incumbent will be responsible person in charge of a geographic area.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of various phases of civil and transportation engineering; working knowledge of surveying, plant inspection, paving, traffic planning, factors which influence the impact of transportation facilities on the environment and the

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community; principles and techniques of personnel management and supervision.

Ability to lay out work for subordinate staff and direct them in their work; analyze situations accurately and adopt an effective course of action; speak and write effectively; establish cooperative working relationships; plan, organize and direct the work of the project staff; dictate correspondence and prepare reports.

Requires the ability to develop, implement and evaluate project activities, develop and choose from alternative courses of direction, analyze written and statistical reports and determine what direct or indirect effect these reports may have on his/her units and contracts.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

This person is responsible for timely decisions concerning contractors and Caltrans operations. Errors and incorrect decisions may result in contract disputes and claims, substantial expense for rebuilt work, liability exposure due to accidents, and may bring discredit upon the State.

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### **PUBLIC AND INTERNAL CONTACTS**

The incumbent will deal with Federal, City and County officials and their staffs, the general public concerning possible problems caused by construction projects, and with other State agencies and co-workers. Will represent the Department as the project expert in television and newspaper interviews.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent will drive to and work at, various locations throughout North Region Construction. When on construction project sites, the incumbent will stand for long periods of time; walk on slopes or uneven terrain. When at their base office setting, the incumbent may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the employee's work, he or she must maintain a cooperative working relationship within the working environment, with peers, subordinates, and contractors and their employees. The incumbent must have a thorough working knowledge of construction principles and techniques to include personnel management and supervision.

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### **WORK ENVIRONMENT**

The incumbent will be subject to noise, odors, and dust; extreme weather conditions when on construction project sites; when working at the base office site, will be subject to a climate-controlled environment; artificial lighting, etc. Must work with and about a variety of materials, construction and testing equipment.

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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.)

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