

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
DUTY STATEMENT**

current & Approved

CLASSIFICATION TITLE Transportation Engineer (Civil)	DISTRICT/DIVISION/OFFICE Division of Engineering Services, Materials Engineering & Testing Services & Geotechnical Services	
WORKING TITLE Transportation Engineer Geotechnical Support	POSITION NUMBER 559-316-3135-xxx	EFFECTIVE DATE x/xx/2014

As a valued member of the Caltrans team, you make it possible for Caltrans to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Office Chief of Geotechnical Support (OGS) the incumbent performs varied technical and analytical duties for the Division of Engineering Services, Materials Engineering & Testing Services and Geotechnical Services (DES-METS/GS), including the following:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)	Marginal (M)

40 % E Actively assists in the development of policy, guidance tools and training for geotechnical engineering quality management, independent quality management and risk management. Coordinates with various DES staff and subdivisions to ensure Geotechnical policies are consistent with the delivery goals and technical requirements necessary for DES products and services. Assist in the development, review, assessment, and monitoring of existing and new quality management program activities throughout Geotechnical Services (GS). Assists with developing compliance plans by researching, analyzing, selecting, and applying compliance engineering concepts, approaches, techniques, and criteria; prepare compliance reports by monitoring, collecting, analyzing and summarizing data and trends and coordinate compliance review meetings; develop any corrective measures to reduce non-compliance with the measured directives and maintain and coordinate compliance document control systems within Geotechnical Services.

20 % E Provides technical assistance and support to Geotechnical Services on Federal Highway Administration guidelines and other Caltrans guidelines in regards to quality management and risk management. Performs independent quality assurance (IQA) reviews of proposed technical policy and guidance changes as submitted for review and comment by the various Geotechnical technical committees. Participate as a team member in performing IQA reviews for the purpose of assessing training needs and improving the various Quality Control (QC) and Quality Assurance (QA) processes for the functional Quality Management Plans (QMP's) in Geotechnical Services. Working with assigned leaders for various

Classification: Transportation Engineer (Civil) (Range A) – Compliance Engineer

Position #: 559-316-3135-xxx

March 2014

Page 2 of 4.

manuals, including: the *Geotechnical Manual*, *Foundation Testing Management, Practices and Procedure Manual* and the *Drilling Services Practices and Procedures Manual*. Performs program planning and development. Develops and maintains MRLs for various manuals or sections of manuals that are under development. Meets with the Manual chairs, updates active MRLs and provides reports to the Deputy Division Chief and Chief of OGS on manual development progress and issues. Coordinates revisions to the various manuals as compliance reviews discover areas of the various manuals that need updating.

20 % E Assists in development of a Lessons Learned Review process for GS projects. The development includes: defining criteria for project selection, the review process, gathering any identified lessons learned and provide specific recommendations for changes to GS guidance documents, policies and training as appropriate. Preparing a Lessons Learned closeout report summarizing the issue(s), what lessons learned and improvements to be implemented. The closeout report and Lessons Learned will be documented on the GS intranet webpage.

10% M Manage the subdivisions Authorized Materials List.

10% M Work on special projects as designated by the Office Chief.

SUPERVISION EXERCISED OVER OTHERS:

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge: Requires a broad knowledge of Caltrans major activity areas and organization; quality, risk management, design build and bridge construction practices and principles as they apply to geotechnical design, structure design, bridge construction, transportation economics; various phases of transportation systems planning and engineering work; the methods and criteria used in design, maintenance, and construction of various types of bridges, buildings, and other transportation facilities; factors that influence the impact of transportation facilities on the environment, community and economy; Caltrans goals, policies, procedures, funding and financial constraints; project development process; technical environmental analysis, planning concepts, design build methods, risk management principles and accelerated bridge construction principles. The incumbent must have broad and extensive knowledge of the policies and procedures of the DES, and engineering project development processes, including district project management practices and project issues and all related laws and regulations, must have knowledge of the formal and informal aspects of the legislative process, governmental functions and organization at the state and local level, and state, federal, and local laws and regulations that govern Caltrans.

Classification: Transportation Engineer (Civil) (Range A) – Compliance Engineer
Position #: 559-316-3135-xxx
March 2014
Page 3 of 4

Abilities: Must be able to analyze situations accurately and adopt an effective course of action in the resolution of complex engineering problems. Technical writing experience is highly desired. Must be able to effectively coordinate and communicate, both orally and in writing, with all levels of management and employees in Headquarters and districts, and with persons outside Caltrans. The incumbent must have the ability to use quality tools and principles in seeking to continuously improve work processes. The incumbent must have the ability to effectively contribute to Caltrans safety, health, equal employment opportunity and labor relations objectives.

Analytic Abilities: The work and responsibilities assigned to this position require the ability to assimilate technical and procedural input from various sources, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the planning, project delivery, maintenance and applied studies related to transportation. The incumbent must apply logic and creatively using a variety of analytical and problem-solving techniques.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

This position is responsible for independent action and initiative in carrying out the assigned duties. The incumbent will initiate, develop and make recommendations on changes pertaining to compliance issues, management directives, policies and procedures. Decisions based on the information provided by the incumbent, directly impacts the effectiveness of the division in meeting its goals, objectives and fiscal constraints. If the information is not correct and timely it can have a major impact on management decisions and could adversely affect the Division's mission in meeting its goals, objectives and fiscal responsibilities. Errors could result in loss of public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain working relationships on a regular basis with public and private agencies, industry representatives, university and research authorities, special transportation interests, district management and other Headquarters' divisions/programs, and with state, federal, and local agencies with the common goal of providing a sound transportation system for California.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard or mouse and video display monitor, or while attending meetings. The incumbent must be able to use fine manipulation and or simple grasping during the course of their workday. Some walking may be required.

Must be able to effectively communicate in English and may be required to make presentations, may act as coordinator for training workshops, and serve on quality teams. The incumbent must be able to sustain

Classification: Transportation Engineer (Civil) (Range A) – Compliance Engineer
Position #: 559-316-3135-xxx
March 2014
Page 4 of 4

the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

Must be able to multi-task; In addition, must regularly respond to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to personnel administration. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, employees 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. Employee may be required to travel to other satellite offices for work on development of compliance plans, reporting or data gathering for reports, and provide training on the general topic. Additional travel to attend conferences, seminars or attend training may be needed.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee's Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor's Signature

Date