

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Transportation Engineer Civil	<b>DISTRICT/DIVISION/OFFICE</b> DES / Structure Design/ Structure Office	
<b>WORKING TITLE</b> Transportation Engineer, Civil Range D	<b>POSITION NUMBER</b> 559-240-3135-xxx	<b>EFFECTIVE</b> February 2015

**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:** This classification is the journeyman level of professional engineering work in the California department of Transportation. Under the direction of a Senior Bridge Engineer, the incumbent prepares and reviews structure specifications, using Caltrans Construction Contract Standards and Division of Engineering Services guidance materials, for the construction of bridges and transportation related structures.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup> 50% E	Prepares and reviews structure specifications, reviews structure plans for completeness and checks for compliance with the latest Caltrans Construction Standards and Division of Engineering Services guidance material.
20% E	Coordinates and meets with consultants, various internal agencies, and functional units to ensure contract documents comply with the latest Caltrans standards and facilitates the timely delivery of projects.
15% E	Researches new construction technology (methods, materials, equipment, and procedures) for the purpose of writing job-specific specifications.
10% E	Prepares memoranda for Draft and Final Structure PS&E, addenda, and contract change orders. Responds to bidder inquiries.
05% M	Participates on technical committees, attends meetings, and assists with training Division of Engineering Services engineers.

<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 EXERCISED OVER OTHERS***

This position does not supervise other employees. The incumbent may act as the lead person for delivering Structure Plans, Specifications and Estimate for specific projects.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Employee must be registered as a Civil Engineer in the State of California and have an education equivalent to that of graduation from college with major work in civil engineering.

Employee must have knowledge of transportation-related structures, computer programs, and resources used in preparing and reviewing specifications; the PS&E process, Department standards and submittal forms; and methods, procedures and equipment used in bridge construction.

Employee must have the ability to write clear and concise construction specifications; analyze complex structure plans for completeness and feasibility of construction. Employee must have the ability to communicate effectively, both orally and in writing, and work well as a team member.

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Responsible for the technical content of the structure portion of the project specifications to the degree that the specifications are complete, clear, concise, conform to acceptable standards and are compatible with the plans and estimate. Incomplete or incorrect specifications may increase engineering and construction costs, and in extreme cases result in structural failure. Failure to meet delivery dates may result in a delay in project advertising and a possible loss of funding.

***PUBLIC AND INTERNAL CONTACTS***

Responsible for maintaining communication with all personnel working on the project to which they are assigned, including other Department personnel, consultants, contractors, material suppliers, and industry representatives.

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

Employees must be able to sit for long periods of time using a keyboard and video display terminal; adapt to changes in work priorities, complete tasks on short notice, and work with others in a cooperative manner.

***WORK ENVIRONMENT***

Employees will work in a climate-controlled office under artificial lighting.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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.)

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Employee's Name

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Signature

Date

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

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Supervisor's Name

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Signature

Date