

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil) Caltrans	59 / Engineering Services / Structure Construction	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Structure Construction Safety Coordinator	559-511-3135-XXX	7/1/2014

As a valued member of the Caltrans team, you make it possible for the Department 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 general direction of a Senior Bridge Engineer, incumbent provides expertise, coordination, and training in Construction Safety as it pertains to bridge/heavy civil and structure construction.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Develop and maintain safety guidance related to structure construction engineering risk based inspection activities as part of the Quality Management Plan. Safety Guidance includes portions of the Bridge Construction Records and Procedures Manual and the Structure Construction Code of Safe Practices. Risk based inspections include inspections; requiring entry into confined spaces, excavations, exposures to hazardous materials, or working at heights reachable by ladder or man lift. Maintaining the Emergency Operations Plan and Illness and Injury Prevention Program (IIPP) for Structure Construction. Ensure all guidance includes a reference as appropriate to Cal/OSHA, CT Safety Manual, and SC Code of Safe Practices.
20%	E	Assist and coordinate development of the response (pertinent facts, injuries, cause, actions to be taken) to Caltrans' management with input from field personnel regarding major incidents (falsework/shoring collapse, vehicle strikes of falsework, natural disasters etc.) involving structures. As needed provide investigative services (analysis to determine failure mode, cause of incident, recommendation of actions to be taken to prevent future incidents) to field personnel during preparation of responses and/or reports of major incidents
15%	E	Perform special safety-related tasks; development and maintenance of guidance related to the use of cranes on structures projects including load distribution and stress analysis of existing structures, development and maintenance of guidance related to bridge removal including protective actions to be taken for asbestos and lead based paint removal.
10%	E	Perform field reviews of structure construction work areas and activities. Field reviews will be accompanied by reporting of job site safety as it relates to the construction of heavy civil works. Develop and present training on fall protection, confined space, ladder usage. Act as the liaison between SC and Structure Maintenance & Investigations (SM&I) whenever SM&I operate their command center during emergencies (e.g. earthquake, floods, etc.).
10%	E	Provide training for confined space, respirator, ladder safety, and fall protection to Structure Construction employees. Maintain on-line safety training website for Structure Construction.
5%	E	Inform SC staff of changes in Safety policy, safety regulations of Cal/OSHA, procedures, practices, etc.
5%	E	Participate in statewide Construction Safety Coordinator meetings. Act as the liaison between SC and the Division of Construction's Safety unit. Act as liaison between SC and the Caltrans Safety and Health Program.
5%	E	Assist Bridge Construction Engineers with the requirements of Blood Lead testing and reporting.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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5% M Develop and monitor annual budget for safety; related equipment, medical billings, and training.

¹ESSENTIAL 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

None. May function as a lead on activities over certain engineering, technical, or administrative personnel.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Possession and maintenance of a valid driver's license in the State of California is required. This position requires knowledge of stress analysis; strength and properties of materials used in the construction of structures; uses of construction materials; mathematics as applied to civil engineering; methods, materials and equipment used in construction and maintenance of transportation structures; surveying. Must be able to prepare and write clear and concise correspondence and reports. Must have a working knowledge of the engineering inspections performed by Structure Construction staff. Must be able to use and reference the Bridge Construction Records & Procedures Manual, SC Code of Safe Practices, Emergency Operations Plan, other SC manuals, the Construction, and Caltrans Safety Manuals. Must have a working knowledge of and ability to follow and apply the information contained in Title 8 General Industry Safety Orders and the Construction Safety Orders, Director's Policies and Deputy Directives applicable to SC. Must be proficient in the use of Excel, Microsoft Word and other engineer related computer programs and software. Have a basic knowledge in the use of Access.

Knowledge of the tools, materials, equipment, and processes used for structure construction and their related safety risks as found on construction sites. An understanding of Cal/OSHA construction safety orders as they apply to the construction of structures. Knowledge of the safety requirements for asbestos and its removal, use of polymers and monomers in bridge rehabilitation (polyester and methacrylate), fall protection, confined spaces, trench/excavation safety, sand blasting, nuances related to bridge removal including stability during all phases.

Knowledge and ability to perform engineering analysis of existing structures for stability during removal.

Knowledge of the roles and responsibilities of Structure Construction personnel for the handling of hazardous materials found on the project site.

You may obtain a copy of the class specifications and salary information at: www.calhr.ca.gov

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to recognize construction problems and take appropriate action. Incorrect decisions could result in delayed project delivery, structural failure, substantially increase costs to the State and/or loss of life.

Incumbent is responsible for monitoring, reporting, and making recommendations concerning job site safety of structure construction operations and their interaction with traffic through or around construction work zones. Errors could result in reduced safety, possible tort liability and increased congestion, delay, and cost to the traveling public.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to establish and maintain open communication with those contacted during the course of work. Must be able to communicate effectively with others including responding to written and verbal inquiries and complaints from the public, law enforcement and local agencies, and other functional units within Caltrans and the Federal Highway Administration. Be able to prepare clear and concise written correspondence and reports.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Possession and maintenance of a valid Professional Engineer's license in the State of California. Ability to develop and maintain cooperative working relationships, respond to difficult situations, recognize emotionally charged issues and problems and validate the various responses. Incumbent must be able to climb steep inclines and perform work from heights which may be over 100 feet above ground or water. Hearing and sight are both essential to job performance because the incumbent must be able to hear directions, traffic and equipment, and must see to perform his/her duties safely. Corrected hearing is acceptable. Night vision must be good for safety when working after dark. Incumbent must

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be able to walk, stand or sit for long periods of time. Other physical requirements of the job include the ability to lift and/or carry 50 pounds or more, reaching overhead, pushing or pulling, twisting, climbing, balancing, bending, crouching, squatting, crawling, and fine manipulation.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments. In the office setting, incumbent must be able to walk, stand and/or sit for prolonged periods of time and generally will be exposed to artificial lighting in a climate-controlled area. In a field setting, incumbent may be exposed to loud noises, dust, chemicals, extreme weather conditions and sunlight, and may be required to work in a wide range of sometimes extreme weather conditions, including heat up to 120 degrees, cold as low as 15 degrees, strong winds, rain, sleet or snow. Must be able to lift 50 pounds and climb steep inclines. Travel may be required; therefore, incumbent must be able to travel using a car, truck, or commercial transportation. Work consists of five, eight-hour days. Travel, overtime, and /or night work may be required. Regular and punctual attendance is required.

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