STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	Headquarters/Budgets/Federal Resources	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Assistant Area Engineer (South Region)	900-082-3135-924	

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 supervision of the Chief of the Program Management Branch, Federal Resources Office, a Supervising Transportation Engineer, the Transportation Engineer (Civil) provides technical support to the South Region Senior Area Engineers in performance of their duties to ensure that federally funded transportation projects are implemented in accordance with the applicable federal laws, regulations, and policies. The Transportation Engineer in this position is responsible for preparing the necessary documents (E-76, etc.) for Area Engineer review and approval to assure Federal Highway Administration (FHWA) authorization and reimbursement; preparing preliminary and detail estimates for construction projects on the State highways following FHWA requirements; and performing a range of duties to secure Federal participation for Caltrans transportation projects.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Works with District Project Control and Division of Engineering Services - Office Engineer (OE) in monitoring construction advertisement and contract awards, ensuring project funding is properly analyzed for federally funded projects. For all federally eligible projects scheduled for advertisement in the South Region, the candidate works directly with the District to assure that the PS&E submittal documents are complete and accurate in accordance with the provisions of the RTL Guide and FHWA requirements.
30%	E	Utilizes project construction cost estimate data provided by OE in the Basic Engineering Estimate System (BEES) and determines the Preliminary Estimate, including the Federal-aid share of eligible costs prior to Federal authorization of a project for advertisement. Utilizes the updated award data provided by the OE in the Low Bid BEES and creates Federal Detail Estimate including the Federal-aid share of eligible costs in a format acceptable to FHWA.
20%	E	Provides technical support as needed by the South Region Area Engineers in the execution of their miscellaneous Program oversight responsibilities.
15%	E	Completes program documents (E-76's) for Area Engineer review and approval to be submitted to FHWA for their concurrence to financially participate in highway preliminary engineering, right of way, and construction projects.
5%	M	Provides assistance to the South Region Senior Area Engineers in maximizing the use of Federal-aid Highway funds for the Department.

[1]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 position has no supervisory responsibilities. However, the employee may provide direction and clarification to Division of Office Engineer, District Project Development, Resource Management, Right-of-Way staff, and Headquarters Division of Accounting daily.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The employee is required to have a thorough knowledge of highway design and construction procedures. The employee also needs a general knowledge of Right-of-Way mapping and acquisition procedures. Knowledge of mainframe systems and personal computers or ability to learn computer applications is required. Must also have a working knowledge of Microsoft® Excel and FileMaker Pro®.

The employee must be able to learn in a short time the Federal requirements for constructing and financing highway projects, understand and interpret funding analysis provided by OE Awards, and provide District Project Control with core

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AMS/Advantage project setup information.

Federal fund programming is driven by the weekly construction advertisement schedule. Advertisement and construction of transportation projects will be delayed or postponed based on the timely authorization of that phase of work. The Division of Office Engineer's work schedule will be disrupted and the project construction could be delayed if Federal programming is inaccurate or incomplete. Therefore, the employee must be able to work under pressure and quickly reestablish priorities based on the weekly construction advertisement schedule, as well as, at the request of the Chief, Federal Resources Office.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee must be aware of the current project delivery status and secure Federal authorization for highway construction, right-of-way and preliminary engineering phases of the Caltrans highway projects. Failure to secure Federal authorization could result in the loss of Federal funds to California and delays in project advertising schedules. Delays can result in the missing construction windows causing up to a year in construction delays, disruption for the construction industry and delayed use by the public.

PUBLIC AND INTERNAL CONTACTS

The employee must be able to develop a cooperative work style with the Division of Office Engineer, District Project Development, Resource Management, Right-of-Way staff, and Headquarters Division of Accounting.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS.

Employee may be required to sit for long periods using a telephone, keyboard and video display terminal. Employee may be required to sustain the mental activity needed for writing, problem solving, analysis and reasoning; will be required to develop and maintain cooperative working relationship and respond appropriately to difficult situations.

WORK ENVIRONMENT

While at their base of operation, employee will work in multi-floor building in a climate-controlled office under artificial lighting. When in the office will be exposed to hazards associated with standard office equipment.

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