

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 05-Maintenance Engineering (05-1251)	
WORKING TITLE Design Engineer & Construction Liaison	POSITION NUMBER 905-600-3135-XXX	EFFECTIVE DATE 03/25/2015

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:**

Under the direction of the District Maintenance Engineer, a Senior Transportation Engineer, the incumbent is responsible for independently producing Plans, Specifications, and Estimates (PS&Es) for infrastructure and Traffic Safety related Minor B capital projects. This includes applying for acquiring all necessary supporting documentation from Right of Way, Surveys, Geotech, and Environmental units in order to advance projects from initiation to delivery. The incumbent will also provide design support to Major Damage Restoration Emergency Opening (E.O.) projects for Construction. In the capacity of the Construction Liaison, the incumbent will work in the field to scope E.O. projects, provide support to Maintenance field forces, and assist Construction in the administration of E.O. projects.

**TYPICAL DUTIES:**

Percentage		Job Description
45%	E	Scopes, initiates, and produces PS&E's for minor B capital projects. Supports Maintenance Design field staff to produce plans and working drawings to be used by Construction in directing contractors at force account emergency repair work.
20%	E	Attends and represents Maintenance at constructibility meetings on major projects involving Maintenance access and safety issues.
20%	E	Responds to Emergency call-outs in the field, typically assisting Maintenance forces in the assessment of a road closure. Scopes the Emergency contract projects by identifying what support units are necessary, approximating the cost of the work and the equipment required to perform it, and initially estimating the time to re-open the roadway. Functions as a liaison to Construction in the administration of Emergency Opening (E.O.) contracts at force account, and occasionally acts in the capacity of construction inspector. Reassesses and modifies design work in the field as changing situations dictate. Backs up field engineers in times of high work load, and ensures execution of the contract work.
10%	E	Assists the District Maintenance Engineer in duties such as Freeway Maintenance Agreements, research of historical files or as-builts, attending Constructibility PDT meetings, field investigations, etc.
5%	M	Provides engineering support and expertise to Maintenance field staff including researching plans, right of way documents, and other resources related to the highway and its structures facilities. Oversees and directs Maintenance forces in performing minor repairs.

<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**

None. Must be able to independently lead and coordinate a group, comprised of various disciplines, to perform repairs and open roadways in emergency damage restoration situations where little information is available.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge: Technical knowledge related to design and construction of roadway & bridge facilities. Understanding of force account work and how such work differs from contract item work. Proficiency using CAD design applications and various MS WINDOWS programs including WORD, Excel, Access and Mail merge, etc. Familiarity using accounting systems such as AMS Advantage, Enterprise Datalink & PRSM is desired.

Abilities: Innovation. An openness and willingness to try new solutions to old problems and to encourage streamlining of procedures to reduce the time required for project delivery. The ability to communicate well both verbally and in writing and to effectively multi-task.

Analytical Requirements: The ability to visualize repair solutions for a given major damage site, compare them to the

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physical and regulatory constraints Caltrans must work within, and find the best and most rapid response strategy. Experience: Design experience is essential. A minor B Design engineer essentially is a self contained project development team, and will be working on several complex projects at once. Therefore, knowing the requirements to deliver a project, the sequence by which to request documentation or design information is crucial. License: Possession of a valid certificate of registration as a Civil Engineer issues by the California State Board of Registration for Professional Engineers is desired.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to see what elements are needed at a site, assemble the appropriate support staff to develop a design concept, and produce a set of plans rapidly. Must look at a site with constructibility access and personnel safety in mind. Consequences of error range from a poor repair or replacement strategy, to endangering the safety of construction workers at the site.

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## PUBLIC AND INTERNAL CONTACTS

The Major Damage Restoration Program is dependent on the cooperation of others both internal and external to the District. Maintenance design engineer must maintain exceptional relationships with engineering support units and field staff, as well as outside agencies, contractors and others involved in supporting the implementation and execution of Emergency Opening work.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The candidate must be capable of hiking and climbing up and down steep slopes and of walking several miles to occasionally participate in field inspection or review.

Mental: The candidate must be able to use technical skills to derive a variety of engineering solutions to a given problem, and the ability to compare and evaluate various alternative strategies in an impartial manner focusing on purpose, need and goals to arrive at the preferred alternative.

Emotional: The candidate must have the capacity to always maintain a neutral or positive interaction with a variety of people. Having a responsive nature, maintaining perspective, and focusing on the goals of the project over individual conflicts is critical to this unit's credibility and success.

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## WORK ENVIRONMENT

This position requires both field and office work. While working indoors in an office setting, performs work that involves simultaneous coordination of various operations on one or several active projects. In the field, attending site reviews and pre-construction meetings, may be exposed to inclement weather and climbing on rough terrain. During Emergency Opening projects, incumbent will be required to work in the field at night, overtime, and odd hours dependent on the needs in the field.

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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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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 (Print)

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SUPERVISOR (Signature)

DATE

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