

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 05-Maintenance Engineering - (05-1251)	
WORKING TITLE Project Engineer - Major Maintenance	POSITION NUMBER 905-60-3135-XXX	EFFECTIVE DATE 07/01/2015

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 general direction of the Pavement/Bridge/Culvert Inventory Manager, a Senior Transportation Engineer, the Project Engineer will perform varied duties in support of the District 5 Maintenance Program. The primary focus will be on the project delivery in support of the Major Maintenance Program including the production of Plans, Specifications, and Estimates (PS&E) for pavement projects as well as other projects that benefit Maintenance.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Prepare plans, specifications and estimates (PS&Es) for Major Maintenance projects (roadway, roadside, bridge, traffic guidance etc.). Use computer-based processes such as Microstation, CAiCE, Microsoft Office and BEEs to develop a complete contract package. Collaborate with other function units to facilitate the development of the contract package including but not limited to interaction with Traffic Operations, Surveys, Environmental Branch, Storm Water, Right of Way, Construction and Office Engineer. As necessary, coordinate with external stakeholders and the public in order to achieve the desired delivery of the project.
35%	E	Prepare Minor B PS&E's in support of the Maintenance program; design or field support of Storm Damage work, and other special studies or projects as necessary. Interact with Maintenance field staff to assist in solving field related issues/problems. Assist the Pavement/Bridge/Culvert Inventory Manager by researching "as-builts", right of way maps, and historical documents as well as providing analysis and feedback on field related issues/problems.
10%	E	Attend pavement related training and innovative materials usage workshop in order to expand and apply knowledge of maintenance related topics such as strategy selection, materials applications, spread rates and site constraints.
5%	M	Prepare project initiation documents for the Roadway Preservation SHOPP Program, with emphasis on Capital Preventive Maintenance Program (.121) projects.

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

This position does not supervise. However, person may be asked to act as a lead person in the absence of the Pavement/Bridge/Culvert Inventory Manager.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a broad understanding of pavement strategies and their appropriate use within the Maintenance Program. Adherence to delivery schedules is imperative in order to deliver projects that meet the District allocation goals within each of the subcategories of funding (HM1 – Pavement; HM2 - Roadside, HM4 - Traffic Guidance). Knowledge of technical factors involved in highway design, planning and construction, as well as a working knowledge of environmental factors and the project development process is required. The Project Engineer must have the knowledge and ability to organize and schedule work in order to meet project milestone dates. The ability to be creative and innovative not only in

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technical issues, but also in expediting the project delivery process, is imperative. Field work will be required to support the production of these projects and to perform storm damage related activities in support of Maintenance field staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inappropriate use of a strategy could result in a pavement failure or damage requiring repairs. Repairs would place additional burden on Maintenance field crews and also impact the travelling public. Non-delivery or late delivery of projects will result in loss of District Maintenance funds. Inattention to detail will result in delay in project delivery. Delay could result in a loss of funding opportunities for the District.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely interact with other Caltrans personnel including Maintenance field crews, Headquarters Maintenance support staff and all levels of management to transmit and obtain relevant engineering information. Will have occasional contact with the public and external stakeholders. Those contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit long periods of time using a keyboard and video terminal. Employee must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must have the ability to manage and deliver multiple projects each year. Must be able to reason logically, recognize issues and develop solutions. Must be able to behave in a fair and ethical manner toward others, and demonstrate a sense of responsibility and commitment to internal and external stakeholders.

District wide travel will be required. Must have the ability to work near high speed traffic.

May need to move large files or reports from one location to another, which requires occasional bending, stooping, or kneeling.

Must have the ability to develop and maintain cooperative working relationships; act with discretion, and respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Use appropriate judgment in identifying issues that need to be elevated to the supervisor.

WORK ENVIRONMENT

While at their base location, the employee will be working in an office setting utilizing computer equipment. Group interaction in order to meet delivery goals will be utilized. While performing field work, the employee will be required to travel District wide. Overnight stays may be required to facilitate field data collection. Overtime may be 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)

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SUPERVISOR (Signature)

DATE
