

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE TRANSPORTATION ENGINEER - CIVIL	OFFICE/BRANCH/SECTION 08-CONSTRUCTION
WORKING TITLE CCO DESK/OFFICE ENGINEER	POSITION NUMBER 908-500-3135
	EFFECTIVE DATE

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:

The Transportation Engineer CT/Civil, receives general direction from a Senior Transportation Engineer, who acts as the Construction Engineering Services Branch Chief. The incumbent reviews District generated contract change orders for all District projects. This involves reviews for justification, for consistency, and for being in compliance with the project plans and specifications. The incumbent will perform various construction office engineering tasks to assist with the administration of advertised projects during the bidding and award process, and for approved projects under construction. Incumbent will be responsible to review contract data, prepare reports, and provide guidance to field and office staff on contract administration. Valid driver's license is desirable.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Reviews District generated contract change orders (CCOs) for all District projects. This involves reviewing for justification, consistency, and compliance with the project plans and specifications. Returns incomplete, incorrect CCOs to originator. Informs of errors, CCO non-compliance and advises options and remedies to enable submittal of CCOs for processing in compliance with regulations and policy. Processes and documents CCO packages for approval. Processes approved CCOs and coordinates CCOs requiring other authority approval. Monitors, reports and transmits data on CCOs processed in the district to division management and headquarters.
25%	E	Assists Senior T.E. with oversight of plans, specification and estimates (PS&E) distribution and integrity of CCO/PBI/PS&E office records. May input data in various systems and review the integrity of project data. Assists Senior T.E in review of pertinent contract data, makes recommendations and prepares reports relating to trends and patterns observed in bid results, CCOs, and other contract administration matters. Assists Senior T.E. with providing guidance to staff involved with data entry and maintenance of construction records.
25%	E	Coordinates Pre-Bid Inquiries (PBI) from contractors during bidding process. Coordinates PBI responses from department personnel & forwards to IT staff for public posting on internet. Answers technical questions from contractors concerning project plans and specifications in conjunction with the bidding process
10%	M	Assist Sr. T.E. to monitor and evaluate contract progress; and in preparation of reports to the District and Headquarters. Serves as a resource on contract administration. Interacts with field staff, support staff and other department functional units related to active construction contracts. Provides engineering assistance to Estimate Desk and other construction support units. Coordinates with consultants and Headquarters with implementation of new technology of contract administration processes. The incumbent is responsible for using TQM processes to increase his/her productivity and that of this/her co-workers, reduce cost and maintain or increase quality in Caltrans products and services.

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. The incumbent may act as a lead person in the Construction Engineering Services Branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the basic principles of physics; chemistry and mathematics as applied to civil engineering; properties and

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

uses of engineering construction materials; methods and equipment of engineering construction.

Knowledge of contract administration procedures, Caltrans Standard Specifications and Plans.

Ability to communicate proficiently, directly and tactfully; both orally and in written form; information to construction staff of all levels and experience. Must be able to interpret pre-bid inquiries, convey to appropriate responders and communicate responses back during the bid process.

Ability to convey to management and staff the need for clarity, to remedy deficiencies, to recommend correction, or request missing information on CCOs and supporting documents.

Ability to analyze and conclude that the contract change orders proposed are necessary, practical, and in conformance with plans, specifications, District policy, and Headquarters policy.

Ability to analyze contract documents to respond to bidder's questions.

Ability to interpret plans, specifications, estimates, and communicate to others the requirements contained therein.

Ability to exercise tact and good judgment in dealing with people.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Providing a Resident Engineer, Construction Engineer or construction manager with incorrect information regarding contract change orders could cause the necessary funds to be disapproved or contract delayed. Lack of approval or delays could be quite costly to the State. Misinterpretation of the plans or specifications to bidders could cause claims or suits against the State for misrepresentation.

PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely have contact with other State personnel, contractors, consultants, public agencies representatives to transmit or obtain relevant project information. These contacts will be verbal or written, as needed to perform the assignment. Must be able to represent the Department in litigation matters. Must be able to develop working relationships with Contractors and other local agency personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work seated at a keyboard and video display terminal for long periods of time and may occasionally require bending, stooping, kneeling with manual dexterity; or sitting for long periods. May be required to move large cumbersome reports or items 25 lbs or more from one location to another.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to focus for long periods of time. Must have the ability to problem solve, analyze, apply technical knowledge, reason practical solutions and make engineering judgment. Must be able to take the initiative to effectuate corrective action. Must be able to perform responsible charge engineering work. Enables others to acquire the tools and support they need to perform well.

Emotional: Must be able to develop and maintain co-operative working relationships. May have to work in highly flexible situations when network failures occur and immediate resumption of services is paramount. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Ability to adjust rapidly to new situations warranting attention and resolution. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee will work in workstation within shared cubicles. Employee may be required to visit or work temporarily in a field construction office. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Employee may also be required to travel locally and to other areas of the State.

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)

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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