

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE TRANSPORTATION ENGINEER	OFFICE/BRANCH/SECTION D8/CONSTRUCTION	
WORKING TITLE CONSTRUCTABILITY DESK 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:

Under the general direction of a Senior Transportation Engineer, the incumbent performs a variety of tasks as it relates to reviewing and commenting on project development documents for completeness, accuracy, constructability, and compliance with applicable state, Federal regulations, and local laws, as well as, Caltrans policies, procedures, and typical practice. Documents include project initiation documents (PID), project reports, plans, specifications, estimates, agreements, project initiation proposals, and a variety of other documents. Valid driver's license is desirable.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
55%	E	Reviews and comments on project development documents for completeness, accuracy, constructability, and compliance with applicable state, Federal regulations, and local laws, as well as, Caltrans policies, procedures, and typical practice. Documents include project initiation documents (PID), project reports, plans, specifications, estimates, agreements, project initiation proposals, and a variety of other documents. PID review includes verification of Project Development Procedures Manual (PDPM) compliance, design exception inclusions, verification of alignment of existing and planned roadways, stage construction review (proposed stages and sequences), drainage assessments, verification of cost estimates, CAL-OSHA requirements fulfilled, etc. Ensures that construction issues are addressed and the projects are biddable and buildable. Prepares reports and training materials relevant to constructability processes and activities.
25%	E	Attends meetings as Construction's representative on a wide variety of project delivery activities. Coordinates with planning, design and other functional unit engineers and provides recommendations in the planning and design of projects to ensure the quality of work relating to highway construction. Presents and supports constructability issues to ensure project completion meets program, contract, and safety compliance.
20%	M	Conduct field reviews of project locations. Coordinates with Construction personnel for review assistance and coordinates the transfer of the Resident Engineer pending files.

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 directing the work of other staff in the unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of highway design and field construction.
- Knowledge of various phases of transportation engineering, including transportation construction processes and methods; transportation economics and financing; and factors which influence the impact of transportation facilities on the environment, community, and economy.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently; identify and resolve issues; prepare comprehensive reports and correspondence; and make effective presentations both orally and in writing.
- Ability to envision staged construction and it's impact on the motoring public, pedestrians, contractor activities, and inspect the work.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in significant additional contract costs to make changes in plans or specifications during construction.

PUBLIC AND INTERNAL CONTACTS

Position requires close coordination and cooperation with other Construction personnel and with all planning, design, and other functional unit engineers associated with any aspect of project development to ensure timely and useful input from construction perspective.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires sitting for long periods of time using a keyboard and video display terminal. Ability to travel to work sites away from the office, to move around on uneven surfaces in rugged areas that are near freeways and highways.

Mental: Requires sustained mental activity needed for report writing, problem solving, analysis and reasoning. 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 organize and prioritize large volumes of varied documents and the ability to concentrate in order to review documents and meet deadlines.

Emotional: Requires the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold.

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