

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE TRANSPORTATION ENGINEER	OFFICE/BRANCH/SECTION 08/CONSTRUCTION DIVISION	
WORKING TITLE INSPECTOR	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 direction of the Senior Transportation Engineer, incumbents perform a wide variety of engineering work in either an office or field setting. Incumbents perform duties associated with the administration of construction contracts; including reviewing the work of State and Contractor Forces. Possession of a valid driver's license is desirable.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Prepares contract change orders (CCO) for the purpose of making alterations, deviations, additions to or deletions from the plans and specifications to ensure proper completion or construction of the contract by gathering critical information necessary and interpreting technical reports and data to determine a feasible solution. Ensures safety of State employees, Contractor's employees, as well as traveling public by observing contractor's operations and traffic conditions and taking corrective action when necessary. Reviews contractor's operations for compliance with CAL OSHA regulations. Ensures compliance with the plans and specifications by the contractor. Prepares daily inspection reports documenting the Contractor's activities.
35%	E	Confers with contractors regarding compliance with plans and quality of work and construction activity; selects and/or uses computer-based processes to compile engineering data, horizontal and vertical alignments and curve computations; and prepare as-built plans. Prepares quantity calculations and quantity sheets for payment purposes and reviews calculations prepared by Transportation Engineering Technicians.
20%	E	Samples and performs acceptance testing on materials used in the construction of transportation and public works projects, including concrete, asphalt, soils, aggregates and other materials.
10%	M	Performs general construction office duties relating to administration of construction contracts, such as processing extra work bills, preparing progress estimates, and filing documents. Provides engineering assessment of plans for adequacy of design, particularly with respect to suitability to actual field conditions.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of civil and traffic engineering principles and practices as applied to civil engineering; properties and uses of engineering construction materials; methods and equipment of engineering construction and the Department's contract administration procedures.

Ability to inspect construction work and determine whether it meets specification requirements. Ability to perform various simple tests to accept/reject materials. Must be able to obtain annual certification to perform various tests.

Ability to make neat and accurate computations and engineering notes and to prepare reports.

Ability to establish and maintain professional and cooperative relations with those contacted in the course of work and to

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

communicate effectively.

Ability to apply sound judgment and analyze situations accurately and take effective action.

Ability to make decisions in the absence of higher-ranking personnel to assure project flow and appropriately elevate issues.

Ability to operate office equipment; i.e., computers, telephone, fax copier machines.

Ability to comprehend and analyze specification requirements and test methods as they relate to the Contract Specifications.

Ability to recognize deficiencies as they arise and develop workable, effective solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decisions could affect public safety, resulting in tort liability for the Department, and completion of a substandard product.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact other Caltrans personnel, contractors, engineering consultants, the Federal Highway Administration and industry representatives to transmit or obtain relevant engineering information. These contacts will be verbal or written, as needed, to perform assignments. Must be able to represent the Department in training matters and properly respond to division management. Must be able to develop relationships and be willing to partner with local entities in the construction and oversight of projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: May be required to sit for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping, kneeling and moving items 25 pounds or more. Requires manual dexterity to operate computer for preparation of reports, diaries and/or preparations of various forms. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces, and move material samples and equipment. Physical activities vary and any singular physical requirement may be for lengthy periods of time. Required to be trained in first aid/CPR and apply this skill in the event of an emergency. Must be able to travel for sustained periods of time and/or on uneven terrain. The location of a construction site may necessitate traveling on long stretches of highway, mountains, and desert. Due to the terrain, traveling may require the jostling of a vehicle occupant.

Mental: Must be able to sustain mental activity to write reports, perform audit of man-hours worked, identify equipment/supplies used, problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action.

Emotional: Must be able to maintain emotional control during conflicts with contractor and/or coworkers. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

WORK ENVIRONMENT

This is a field position requiring the incumbent to work indoors and outdoors. While working indoors performs tasks related to contract administration, documentation and/or communications with other personnel. Work locations may be in the metropolitan area or in remote sites in the vicinity of construction projects. Office space may be in the office building and/or trailers. Outdoor activity includes exposure to moving traffic, loud noise, weather conditions of extreme heat and/or cold, dust, working on uneven terrain, adjacent to heavy equipment. May come in contact with hazardous materials, pesticides, chemicals; i.e., paints, cleaners, solvents, etc. May require working in the field at night. Night work requires ability to work with artificial lighting. Ability to see and maintain alertness to the environment is critical. Required to wear and utilize protective clothing; i.e., hard hat, safety shoes, vests, overalls, eye/hearing protection and respirator 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)

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
------------------------	------