

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 59/DES/Office Engineer	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 913-285-3135-xxx	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 Supervising Transportation Engineer (Office Chief), and under the direct guidance of a Senior Transportation Engineer (or Senior Transportation Electrical Engineer), the Transportation Engineer (Civil) supports the technical activities of the Office of Highway Construction Bid Preparation and Analysis (HCBPA) and Contracting Systems. The incumbent is responsible for reviewing or assisting in reviewing project proposals, prepares project management plans documentation, contract specifications and other tasks in support of the development and implementation of a complete and integrated electronic bid system for Caltrans major construction projects.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Assists the Project Manager for the Caltrans Electronic Bid Project (E-Bid) in developing the Project Management Plan. Prepares Contract documents. Keeps or assists in keeping the necessary records pertaining to consultant contract progress, contract expenditures, program budget, and work order balances; confers with consultants regarding compliance with quality of work and work progress.
25%	E	Work with HQ IT and outside vendors to test and implement new systems. Uses computer-based processes and tools to compile engineering and/or system data; develops or assists in the development or maintenance of transportation-related computer programs and procedures; makes or revises maps, charts and diagrams; uses project management systems to set milestones for transportation projects.
15%	E	Assists the E-Bid team management in the preparation and distribution of electronic contract advertisements and addenda on Caltrans major construction projects. Test completed work for compliance with contract specifications. Responds to contractor and public inquiries concerning Electronic Bidding.
15%	E	Coordinate with other technical staff responsible for the development and maintenance of DES-OE tools used to prepare construction contracts, monitor contract status, assemble documents, generate reports.
5%	E	Performs controlled systems tests and checks performance of data systems for compliance with contract specifications.
5%	M	Prepares correspondence and reports, including progress reports. Maintains documentation related to project funding, consultant contracts, project development and testing, training and project roll-out. Prepares electronic presentation materials.

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

The Transportation Engineer (Civil) does not supervise staff but may work as part of a team and may lead other engineering and technical or administrative personnel. The incumbent is responsible for providing technical recommendations to other task force members, E-Bid consultants, IT staff and various Office Engineer staff in the planning, development and implementation efforts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the Departmental project delivery and project management processes, and the role that Office Engineer plays in those processes. Must have the ability to correctly interpret errors and determine corrective measures. The TE Civil must have an understanding of the procedures involved in the development of the estimate in the Basic

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Engineering Estimating System (BEES), legacy systems, and FileMaker Pro in order to accurately prepare engineering reports. This position must also require a thorough knowledge of Project Development procedures, construction engineering methods and processes related to specifications and estimates, state and federal regulations, guidelines and policies related to transportation engineering, and funding of transportation projects. Must have a the ability to apply laws, rules, policies, and practices related to contracts prepared and administered under the State Contract Act. Must be familiar with information technology, electronic and internet processes. Must have good communication skills with the ability to express ideas and present information both verbally and in writing. The incumbent must use good, sound engineering judgement and have an understanding of the existing contract bidding processes used within Caltrans. The incumbent must also be able to effectively interact with technology consultants and Department staff to discuss, develop and implement new technology into the bidding process used in a large statewide function. Must be able to analyze technology and engineering related issues and problems, and determine the proper course of action. Must have the ability to make neat and accurate computations and engineering notes; prepare reports; establish and maintain friendly and cooperative relations with other team members in the course of the work; communicate effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

These projects are consistent with the Governor's e-Government and e-Commerce initiatives. Improper or poor project management within the task could cause delays or failures in the implementation of the projects. That would be in conflict with the goal to establish Caltrans as a leader in the application of technology to government business practices.

PUBLIC AND INTERNAL CONTACTS

The Transportation Engineer (Civil) has occasional contact with staff within the Department of Transportation, contractors, subcontractors, other state government agencies, the Federal Highway Administration and the public, via the telephone and through written correspondence. The incumbent must be able to communicate effectively, orally and in writing.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must be able to communicate verbally in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

WORK ENVIRONMENT

The incumbent performs assigned tasks in an office atmosphere having sufficient light and reasonable noise levels with periodic travel to district locations possible. The Division of Engineering Services houses employees in cubicles supplied with a personal computer and other tools needed to carry out assigned responsibilities.

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)

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Signature)

DATE
