

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE TRANSPORTATION ENGINEER	OFFICE/BRANCH/SECTION MAINTENANCE	
WORKING TITLE TRANSPORTATION ENGINEER CIVIL - D	POSITION NUMBER 913-626-3135-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:

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

Under the direction of a Project Engineer, with Structure Maintenance Design, the incumbent performs the following applicable functions:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Prepares structural designs for Structure Maintenance and Investigation projects. Acts as Project Engineer when assigned.
10%	E	Prepares quantity calculations for Structure Maintenance and Investigation projects.
10%	E	Conducts limited field investigations related to Maintenance Design Projects.
10%	E	Provides technical support for ongoing construction contracts to Office of Structure Construction personnel.
5%	E	Performs technical review of joint seal and steel shop drawings.
5%	E	Act as a consultant on specific projects. Determines structural adequacy repair schemes on structures damaged by natural disasters or traffic related accidents.
5%	M	Conducts investigations and analyses of exceptionally heavy extra legal weight loads crossing or operating from existing State highway bridges.
5%	M	Reviews, analyzes and comments on AASHTO(American Association of State Highway and Transportation Officials), TRB (Transportation Research Board), National Cooperative Highway Research and other research proposals.

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

Performs specific project activities in Lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess a valid California registration as a professional engineer.

Must possess knowledge of the functions of Bridge Maintenance, Bridge Design, and Bridge Construction. Must have technical knowledge of stress analysis as applied to bridges as well as practical experience to expedite emergency repair schemes.

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Must be able to make analyses of complex bridge structures to determine safe conditions, analyses of axle weights and vehicle configurations for both legal and permit vehicle movements. Search for new methods and approaches to simplify the necessary calculations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is directly involved in decisions affecting safety; determining safe loading of existing bridges; etc. Makes decisions regarding potential repairs and/or alterations on bridges. Errors in judgment or lack of ability could result in the collapse or failure of a highway structure causing serious consequence and high public cost.

PUBLIC AND INTERNAL CONTACTS

Employee maintains communication with all personnel assigned to his/her project. He/She conducts meetings and discussions with other staff within Caltrans, such as Specifications, Hydraulics, Construction, and Geo-technical to resolve questions and problems concerning the project. Also handles routine communications with District personnel regarding the project.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work under stressful situations. Ability to develop and maintain cooperative working relationships; respond to difficult situations; recognize emotionally charged issues and problems, and acknowledge various responses.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments. In the office setting, incumbent must be able to stand or sit for prolonged periods of time. Will be exposed to artificial lighting in a climate-controlled area. Travel and occasional fieldwork are required, therefore, incumbent must be able to travel using a car and/or public and/or commercial transportation. Incumbent may be exposed to dust, loud noises, chemicals and extreme weather conditions.

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