

**POSITION DUTY STATEMENT**

PM-0924 (REV 3/2006)

<b>CLASSIFICATION TITLE</b> Transportation Engineer, CT/Civil	<b>DISTRICT/DIVISION/OFFICE</b> North Region Construction	
<b>WORKING TITLE</b> Construction Inspector	<b>POSITION NUMBER</b> 927-502-3135-	<b>EFFECTIVE DATE</b>

**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 as scheduled; 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.**

**GENERAL STATEMENT:**

Under the direction of an Area Construction Engineer, a Senior Transportation Engineer, the incumbent, will perform various, transportation engineering tasks, of average difficulty. May be required to stay overnight on expenses for extended periods of time. *Employee should possess a current California driver's license.*

**TYPICAL DUTIES:**

Percentage                      Job Description

Essential (E)/Marginal (M)<sup>1</sup>

50% (E)      The incumbent will advise and oversee contractors' supervisors on various phases of construction activity to make sure work is being done in compliance with the plans and specifications of the project. Will assist in drafting and preparing the specifications, change orders, contract estimates, and various documents and reports involved in the construction of engineering projects; may review plans, prepare cost estimates and agreements, determine costs and coordinate relocation of utility facilities.

30% (E)      The incumbent will make field investigations and laboratory analysis of materials being used in construction projects; makes controlled tests and checks performance of construction materials, soils, aggregates, cement, asphalt, concrete, and other materials; analyzes and approves or assists in analyzing and approving materials incorporated in nonstandard major structures; evaluates or assists in evaluating damage for all types of transportation facilities. The incumbent performs tests on construction materials to determine their compliance with the Standard Specifications applicable to the year the job was bid. Performs compliance inspections of Asphalt Concrete (AC Plants and Portland Cement Concrete (PCC) plants during construction projects insuring compliance with plans and specifications of the construction project.

<sup>1</sup> ESSENTIAL 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

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- 15% (E) The incumbent assists in the design of transportation facilities by preparing plans, profiles, cross sections and other details. Will assist in documenting information used for the resolution of claims being brought against the State by the contractor.
  
- 5%(M) Performs miscellaneous inspection duties and nonprofessional engineering as assigned, on various active projects.

**SUPERVISION EXERCISED OVER OTHERS:**

The incumbent will receive supervision from an Area Construction Engineer, a Senior Transportation Engineer or direction from a Transportation Engineer, Civil, working as a lead worker.

Incumbent does not supervise, but on occasion, could act in a lead worker capacity

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

The incumbent must have the knowledge of basic principles of physics, chemistry, and mathematics as applied to civil engineering; transportation facility planning and design principles. The knowledge of engineering surveying; methods, materials, tools, and equipment used in construction and maintenance of transportation facilities and the methods of proportioning and handling portland cement concrete and asphalt concrete. The handling of asphaltic oils and emulsions, testing of materials, computer application to transportation engineering; factors which influence the impact of highways and other transportation facilities on the environment; principles and practices involved in utility relocation.

The incumbent will be required to do simple mapping and drafting, make neat and accurate computations and engineering notes, and prepare reports. Prepare designs, plans and specifications for projects and perform basic drafting; inspect construction work and determine if it meets specification requirements; evaluate and implement utility relocation plans; analyze situations accurately and take effective action; prepare basic correspondence and reports; communicate effectively orally and in writing.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The incumbent will be responsible to make accurate engineering calculations; take effective action to avoid delays; make sound decisions in the interpretation of contract plans and specifications.

**PUBLIC AND INTERNAL CONTACTS:**

The incumbent must be able to establish and maintain friendly and cooperative relations with those contacted in the course of the work. Such as with fellow Caltrans workers, contractors and their employees, engineering consultants, in order to transmit or obtain relevant engineering information. These contacts could be verbal or written, as needed, to perform assignments.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

The incumbent may be required to stand for long periods of time, walk on slopes or uneven terrain, move and transport bags of material samples to Materials Labs. Drive to and work at, various

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locations throughout the North Region. When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the incumbent's work must maintain cooperative working relationships within the working environment. Will be required to understand basic design engineering principles; make accurate engineering calculations, ability to research and compile data and prepare calculations for a variety of routine transportation improvement projects, prepare accurate daily diaries and construction records.

**WORK ENVIRONMENT:**

Will be subject to noise, odors, and dust; extreme weather conditions; climate-controlled environment; artificial lighting, etc. Incumbent must work with and about a variety of materials, construction and testing equipment.

I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.