STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Transportation Engineer, Civil	D3/NR Division of Engineering Office Engineer – Redding (0347)	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE DATE**
Specification Writer	928-200-3135-xxx	

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 Engineering Services Branch Chief (a Senior Transportation Engineer), the incumbent is responsible for the production of complete Plans, Specifications and Estimate (PS&E) package consists of a 'biddable and buildable' set of contract plans, specifications, special provisions and construction estimates for roadway improvement projects for submittal to the Office Engineer. Works independently and as a team member within the structure of the Caltrans project development process. Travel may be required.

TYPICAL DUTIES:

PERCENTAGE Essential (E)/Marginal (M)[1]	JOB DESCRIPTION
25% (E)	Review engineering documents, reports, plans, and estimates for State transportation facility projects, including, but not limited to highway layouts, profiles, typical sections, title sheets, superelevation diagrams, drainage, construction details, grading, utilities, traffic striping, stage construction, detours, quantity summaries, and other engineering related information. Review, understanding and apply Caltrans standards, manuals, guidelines, policies, directives and computer software applications. Coordinate, develop and prepare Special Provisions and Specifications for State Major Capital Improvement and Minor A transportation projects designed by Caltrans staff and/or Consultants, this includes Service Level 1 and Service Level 2 Project. Review plans for consistency in accordance with the Drafting and Plans Manual. Review quantity and cost estimate data records using the Basic Engineering Estimating System (BEES). Prepare, process and circulate a Draft PS&E submittal for review and comment by Caltrans functional units.

[1] 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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20% (E) Verify that the construction work shown on project plans is consistent, accurate and clearly defined through the Standard Specifications, Special Provisions, and Construction Cost Estimates. Submit Project PS&E Submittal to Engineering Service Center-Office Engineer. Coordinate between Design Branch and Engineering Service Center-Office Engineer for PS&E submittals, informational handouts and related activities leading to a biddable and buildable project.

20% (E) Resolve and respond to functional unit review comments on the Draft PS&E circulation.

10% (E) Communicate and coordinate efforts with design branch members, other functional units, project development team members, agencies, and the public on assigned projects.

10% (E) Manage and maintain project files within the Engineering Services Branch and Office Engineer filing systems and databases. Monitor and meet project schedules/milestones on assigned projects.

5% (E) Provide construction support by responding to construction questions and bidding inquires. Prepare contract addenda when necessary. Review bid summaries prior to contract award.

5% (M) Attend project Constructability Reviews. Resolve and respond to all comments on project plans, specifications and estimates.

5% (M) Attend and participate in Caltrans sponsored staff and project related meetings, trainings, workshops, job-related special assignments and other career development activities.

SUPERVISION EXERCISED OVER OTHERS:

None. May be delegated by the supervisor to act as a lead worker in performing assigned duties.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: transportation engineering principles, including: geometric design, construction methods and practices, materials, tools and equipment used in construction of transportation facilities, construction contract administration, operations and maintenance, transportation economics and financing, project management concepts, and environmental regulations, factors that influence the development on transportation facilities on the environment, the community and the economy.

Ability to: interpret and understand construction contract plans, specifications and engineering cost estimates; facilitate project related meetings; conduct effective presentations related to work; prepare correspondence and reports; communicate effectively both verbally and in writing; work effectively with interdisciplinary project teams to identify and resolve project issues; use electronic computers, scanners, printers and State software necessary to perform work duties.

Analytical Requirements: analyze technical information accurately for simple and complex transportation improvement projects; identify potential conflicting data/information and adopt an effective course of action to resolve the conflict; track multiple project schedules to determine appropriate level and timing of project reviews; recognize critical engineering issues that require prompt analysis and an effective course of action.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Omissions in the Special Provisions, Standard Specifications, Plan and/or the Estimate could lead to unnecessary change orders, claims, and delays; errors in judgment could result in a design product of lessor quality, which could increase project construction costs or increase the Department's exposure to tort liability.

PUBLIC AND INTERNAL CONTACTS:

Contact with the Region, District, and Headquarters personnel. Contact with external agencies and the public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Incumbent must be congenial and tactful when dealing with others while effectively accomplishing tasks. Incumbent must maintain professional working relationships with personnel in the District, Region, Headquarters, external agencies, and the public. Must be able to participate and guide project teams to issue resolution and be able to build consensus within teams. Must be responsive to job-related inquiries and provide accurate and factual information.

WORK ENVIRONMENT:

Incumbent will work in a climate-controlled office under artificial lighting, except for occasional field trips to project sites where the employee will be exposed to dirt, noise, uneven surfaces, and/or varying climatic conditions. Frequent telephone interaction is common. Incumbent may be required to travel out of town to attend meetings a project sites and should have a valid driver's license. Incumbent may attend in-state meetings and/or training workshops.

Travel may be required. Possession of a valid driver's license is desirable.

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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

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