

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil) / Range D	Central Region/DIII/Const Estimates Review	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Construction Estimate Reviewer	929-203-3135	

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 a Senior Transportation Engineer, incumbent assist in the identification of best practices for preparing final construction cost estimates on construction contracts before advertisement, providing statewide estimate best practice training, and performing independent assurance on estimates.

Possession of a valid Certificate of Registration as a Civil Engineer with the State of California is required.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Responsible for assisting in the development and maintenance of standards and practices used in determining accurate construction contract costs, schedules, and risk management. Perform estimate independent assurance on a representative number of major construction contracts and all large, complex construction contracts to research current trends and to monitor improvements. Perform extensive analysis of cost data, methods and time that could impact cost, for the construction of all types of highway construction projects.
20%	E	Perform statistical analysis comparing Department design estimates of quantities, costs, and schedules to submitted bids and to completed contract values. Identify trends and possible mitigation to improve overall accuracy of estimates and therefore improve project budgeting. Provide tracking and informational tool to those providing cost estimates.
20%	E	Review and address all engineering documents such as Project Initiation Documents (PID's), Project Study Reports (PSR's), Project Scope Summary Report/Project Reports (PSSR/PR's) and Plans, Specifications and Estimates (PS&E) packages for Constructability Review within the Central Region. Perform Life Cycle Cost Analysis (LCCA) for all projects that meet the requirements within the Central Region.
10%	E	Research current heavy construction industry best practices for construction cost and schedule estimating and risk management. Analyze current Department Construction cost estimating standards and practices. Research current bidding trends on Department construction contracts, including both costs and schedules. Close coordination of activities with Central Region Construction.
5%	E	Publish identified mitigation steps as best practices. Develop and provide construction cost estimating and training. Acts as part of Central Region's Quality Control (QC) teams for reviewing projects.
5%	E	Work with other divisions to identify project cost estimating practice improvements, including risk management for all stages of project delivery. Work with Headquarter's and District Office Engineer's concerning economic trends and impacts to future costs.

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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.

## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

## KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have a working knowledge of heavy construction, cost estimating and scheduling, including practices, materials, software, and equipment used in highway construction estimating. Must have working knowledge of the plans, specifications, and estimates development process; construction stages and sequences; production rates of highway construction equipment; and construction costs statistics. Must have a working knowledge of the Department's Standard Specifications, Standard Special Provisions and Standard Plans, technical writing, design and construction practices, State and Federal regulations and Departmental policies and practices.

Ability to interpret complex engineering plans and specifications; analyze difficult cost estimates and schedules; and understand computer program applications for preparing costs estimates and generating statistical data. Ability to effectively communicate verbally and in writing, and work effectively with others. Ability to develop and maintain cooperative working relationships within the Department, and with external stakeholders such as the FHWA and the construction industry.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for assisting in the development and maintenance of standards and practices used in determining accurate construction contract costs, schedules, and risk management. Inaccurate estimates of construction costs and schedules could result in major delays, cost or postponement of construction projects.

## PUBLIC AND INTERNAL CONTACTS

Contact with personnel representing the various Department divisions, district representatives, construction industry (such as the Associated General Contractors of California), and Federal Highway Administration (FHWA). Direct communication with contractors, suppliers and manufacturers of materials used in highway construction is also required.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able: to grasp the essence of new information and master new technical and business knowledge; to maintain cooperative relationships with others; and to perform tasks utilizing a personal computer, and sit for long periods of time.

## WORK ENVIRONMENT

Employee will work in a climate controlled office under artificial lighting with occasional single day and/or overnight travel to district locations statewide. On occasion, with coordination with the Resident Engineer, take field trips to active construction projects within the Central Region.

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

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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