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MANAGERIAL SELECTION PROCESS

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING BRIDGE ENGINEER**

POSITION TITLE: **OFFICE CHIEF, STRUCTURE INVESTIGATIONS - NORTH**

SALARY: **\$9,866 - \$11,208**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **JULY 3, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the State Bridge Maintenance Engineer and Assistant Division Chief of Maintenance, the incumbent provides leadership, plans, organizes, and directs the work of staff of the Office of Structure Investigations - North. This Office has the responsibility for the inspections of in-service highway bridge structures on the State and local highway systems located in the seven northern districts (1,2,3,4,5,6, and 10). In addition, the incumbent is an assistant to the State Bridge Maintenance Engineer, and substitutes as needed.

- Provides oversight and direction for the safety inspections of approximately 13,000 in-service bridges on the State Highway System and city/county roadway systems located in Districts 1,2,3,4,5,6, and 10 for structural adequacy and needed repair. Administer contracts with local agencies performing their own inspections. Performs quality reviews of bridge inspection reports. Recommends specific maintenance actions to the Districts and City/County offices, as identified through inspection, to be performed on structures. Transmits to Federal Highway Administration reports of critical findings and recommended actions, as identified through inspections.

- Develops and implements Caltrans policy and procedures relative to various aspects of structure maintenance and field investigations. Provides technical direction to Branch Chiefs and District personnel relative to complex structural maintenance problems.
- Provides oversight and direction in the posting of bridges; represents Caltrans at public hearings in this regard as needed.
- Participates in Peer Review meetings to determine the appropriate course of action for the rehabilitation, preservation and replacement of structures. Provides technical assistance to Maintenance Structural Design in the preparation of plans and estimates for bridge maintenance projects.
- Directs emergency repairs to structures and assists District personnel and private contractors to mitigate or minimize road closure whenever possible.
- Prepares analysis and recommendations of Caltrans position for legislation and American Association of State Highway and Transportation Officials (AASHTO) ballot items affecting bridges and structures.
- Develops and delivers Bridge Inspection Refresher Training.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of structure engineering experience as a Senior Bridge Engineer in the California state service.

Or II

Experience: One year of experience equivalent in level of responsibility to a Senior Transportation Engineer in the California state service AND at least two years of structure engineering experience as a Transportation Engineer (Civil), Range D, or higher in the California state service.

Or III

Experience: Board and extensive (five or more years) engineering experience in the design, construction and maintenance inspection of bridges, major transportation-related structures, or transportation-related buildings. [Three years of the experience applied to this pattern must include: (a) one year of bridge design, construction, or maintenance inspection experience, and (b) two years in a supervisory capacity comparable in level of responsibility to a Senior Bridge Engineer in the California state service.]

KNOWLEDGE AND ABILITIES

Knowledge of: Purposes, organization, policies, and procedures of State agencies responsible for bridge and transportation-related structure planning and construction. Economics of structure design and financing. Methods of design and construction of the various types of bridge and transportation-related structures. Modern highway standards of grade and alignment. Maintenance of bridge and transportation-related structures. Principles and techniques of personnel management and supervision. State and Federal laws applicable to the Department of Transportation and the Division of Structures. Department's equal opportunity and labor relations program objectives. Manager's role in the safety, health, equal opportunity and labor relations programs and the processes available to meet these program objectives. Basic safety practices contained in the California Code of Regulations, Title 8 Industrial Relations, Construction Safety Orders and the General Industry Safety Orders regarding personal protective equipment.

Ability to: Plan, direct, and coordinate the work of a large engineering staff. Formulate and administer departmental programs and policies. Exhibit tact and diplomacy. Analyze situations accurately and adopt an effective course of action.

Work successfully with others to gain their respect and confidence. Prepare comprehensive reports and initiate correspondence. Address an audience effectively. Effectively contribute to the Department's safety, health, equal opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidate's demonstrated:

- Experience in planning, coordinating, and directing the work of a large engineering staff.
- Experience with methods of design, construction, maintenance and in-service inspection of the various bridge types used in Northern California.
- Experience analyzing situations accurately during a bridge emergency response, and adopting an effective course of action.
- Experience balancing multiple priorities, mandates, standards, and meeting compliance requirements and deadlines.
- Experience coordinating and collaborating with other functional units, districts, and external partners.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and exam will be used to rate candidates. Only the most qualified applicants will be invited to participate in the examination. A pool of candidates will be created for the specific position identified on this bulletin. The exam will establish a list which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 15MSP27**
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **July xx, 2015**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Gwen Ling 15MSP27
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Gwen Ling at (916) 227-7841

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.