

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer, CT/Civil	OFFICE/BRANCH/SECTION 03/North Region Construction/Construction Support (0454)	
WORKING TITLE Constructability Engineer (Redding)	POSITION NUMBER 928-502-3135-_____	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:

Under the general direction of the Construction Support Engineer, a Senior Transportation Engineer, incumbent provides engineering support, plan and specification reviews and constructive feedback to project management, project development and other departmental staff on District 2 projects. Incumbent is responsible for bid-ability reviews of all plans and specifications at various stages of completion per the corporate and North Region constructability plan guidelines and requirements for major contracts as well as minor contracts as required.

A current valid California driver's license is desired.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	For District 2 projects, perform constructability reviews of project initiation documents, project reports, plans, specifications and estimates for projects in various stages of project development/ completion. Review for completeness, accuracy and constructability, including but not limited to, focusing on stage construction, traffic handling, worker and employee safety, typical cross sections, inconsistencies in major quantities, appropriateness of item unit and pay methods and permitted work windows, number of working days, spec omissions and conflicts, etc. Provide constructive review feedback to project development staff in a timely manner, in an effort to reduce bid cost, the number of potential addendums, change orders and claims.
25% E	Serve as construction representative on Constructability Review committees, Project Development Teams and other working groups as required. Coordinate information and problematic issues with the Constructability staff in Engineering Services. Participate in various activities and/or perform tasks resulting from the Cost of Doing Business meetings for the Constructability Review process to improve the quality of contract plans.
15% E	Perform project review audits.
10% M	Assist in other Construction Support administration duties as required. These include representing the office in meetings with other divisions, Headquarters, and the districts; preparing ad hoc reports; compiling and analyzing of various data or performance metrics; processing of contract acceptances, weekly statements of working days, change orders and other contract administration documents; and inputting and maintaining data in various spreadsheets and databases. Cross-training may be required.

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

Incumbent does not supervise others. Incumbent will work independently; however, will coordinate information with others as necessary and may be required to act in a lead capacity over construction office personnel on occasion or on special assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of construction policies, procedures, practices and operations and understand basic civil engineering principles as applied to design and construction operations. Incumbent must have knowledge of Standard Specifications and contract administration process in accordance with Caltrans Construction Manual, Construction Policy Bulletins and Construction Procedure Directives.

Incumbent must have the ability to understand and accurately interpret contract plans and specifications; be familiar with

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Project Development processes and procedures; have the ability to keep accurate and organized records and the ability to gather, analyze and summarize data into report form for presentation.

Incumbent must have the ability to make accurate engineering calculations and determinations, to quickly learn new information, procedures and processes and incorporate/apply them into the job duties, to prioritize job duties as needed to meet and to perform job duties independently, pro-actively and consistently.

Incumbent must have good writing and verbal communication skills, the ability to work in a team setting when job duties require interdependent coordination and the ability to establish and maintain working relationships to coordinate technical information and ideas.

Incumbent is required to be proficient in the use of networked computers, computer-aided software for databases, spreadsheets, word processing, design graphics and corporate e-mail applications including Microsoft Office Word/Excel/Powerpoint, Microsoft Outlook, FilemakerPro, and Microstation software and have the ability to learn new software and data management systems.

Experience as a resident engineer is desirable. Professional Civil Engineering license is preferred.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

For Constructability review duties, incumbent is responsible for providing constructive, accurate and timely reviews/feedback and information to project management, project design staff and other recipients to minimize the number of addendums, contract change orders and claims. Incumbent is responsible for accurate record keeping and file maintenance especially with processing project review requests and documenting comments. Errors may result in the loss of credibility to the Division of Construction, the delivery of substandard construction contracts, advertisement delays, an increased number of bidder inquiries, addendums and/or bid cost. During construction, errors may result in right-of way delays, increased number of change orders and claims and inefficient use of construction resources.

For Bidder Inquiry duties, the incumbent is responsible for processing bidder inquiries in a timely manner for a responses and using engineering judgment to coordinate/communicate with the project development team to post an appropriate response which may require an addendum. Errors may result in the loss of credibility to the Division of Construction, in increased bid costs, the award of a substandard construction contract and during construction, preventable errors may result in right-of way delays, increased number of change orders and claims, and inefficient use of construction resources.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to establish and maintain effective working relationships. Incumbent, exercising good judgment and interpersonal skills, will be required on a regular basis to have written and oral communication and occasionally one-on-one meetings with construction field staff, project development personnel as well as with a variety of district and headquarter personnel in various departments to discuss, obtain and coordinate technical information, reviews and issues related to job duties. Incumbent may also be required to interact with consultants, contractors and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal when working in office settings. Frequent telephone and e-mail interaction is required.

Incumbent may be required to drive to and work at various locations throughout North Region and to travel by plane or/and vehicle to work outside the North Region. Lodging overnight or longer may be required. Incumbent may be required to stand for long periods of time and walk on slopes or uneven terrain when on construction project sites.

Incumbent must maintain a cooperative working relationship within the working environment with peers, subordinates, contractors, their employees and the public in the course of the work.

WORK ENVIRONMENT

Incumbent's work is primarily conducted in an office environment setting with occasional trips to construction field offices and construction project sites throughout the North Region. When working at office sites, incumbent will be in a climate-controlled environment with artificial lighting. When on construction project sites, the incumbent will be subject to noise, odors, dust and possible 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

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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