

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Bridge Engineer	OFFICE/BRANCH/SECTION DES/Bridge Design/Structure Office Engineer	
WORKING TITLE Office Chief	POSITION NUMBER 559-240-3184-009	REVISION DATE 02/20/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the Engineering Services Deputy Division Chief of Bridge Design, the incumbent is responsible for directing a staff in the preparation and review of structure cost estimates and contract specifications, the research and development of structure cost elements, and the evaluation of structure item bids.

CORE COMPETENCIES:

As a Supervising Bridge Engineer, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Climate Action, Prosperity - Collaboration, Innovation, People First, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety, Employee Excellence - Collaboration, Integrity, Pride)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Pride)
- Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Directs the work for the development, production and review of specifications for bridge and related structure projects. Collaborates with other Caltrans functions in improving statewide policies and practices related to construction specifications.

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30%	E	Directs the work for cost estimates production, cost estimates review and working days schedules for bridge and related structure projects. Collaborates with other Caltrans functions in improving construction cost estimates policies and practices.
15%	E	Conducts bid evaluation, item cost research and analysis for Caltrans bridge and related structure projects.
10%	E	Provide skills development training for all staff and tools for staff in related functions.
5%	M	Improve the construction cost estimating and contract specification processes to meet the goals and objectives of the Department and Division.

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<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Supervises workload for Senior Bridge Engineers, Senior Transportation Engineer.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a valid certificate of registration as a civil engineer in the State of California. Must have knowledge of Caltrans policies and procedures; and methods and criteria used in the design, construction and maintenance of various types of bridges, buildings and transportation-related structures. Must also be able to plan, direct and coordinate the work of a multi-disciplinary team; and write clear and concise letters and reports.

Must be able to analyze situations accurately and adopt an effective course of action; initiate technical correspondence; prepare complete and comprehensive reports; prepare articles for publication; and address an audience effectively.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent acts as required by Departmental and Division policy. Poor judgment may unnecessarily delay projects, increase engineering and construction costs, reduce quality of the work, and mismanage public monies. Failure to meet delivery dates will result in a delay in project advertising and possible loss of federal funds.

**PUBLIC AND INTERNAL CONTACTS**

Develops and maintains partnerships of assigned functions with other headquarter and district functions, local governments, other state agencies, contractors, vendors, industry representatives, and federal agencies, and may speak in public on the effects of current transportation projects as they relate to transportation matters. Has contact with District, Headquarters and DES staff as necessary to properly conduct the work of the Office. Holds meetings and discussions with Design, Construction and Maintenance staff to resolve problems and improve product quality. Also has contact with appropriate vendors, contractors and other industry representatives.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Mental requirements include ability to sustain mental activity necessary for report writing, problem solving, analysis and reasoning. Emotional requirements include ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, acknowledge various responses, and resolve problems.

**WORK ENVIRONMENT**

This position requires travel. While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

**ADA Notice**

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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