

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	59/DES/PPM&OE	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Chief, Office of Construction Contract Awards	559-150-3155-004	03/05/2025

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

GENERAL STATEMENT:

Under the general direction of the State Office Engineer, a Principal Transportation Engineer, the Supervising Transportation Engineer directs the activities of the Office of Construction Contract Awards and is responsible for processing contracts from advertisement through bid opening, award, and approval under delegation from the State Office Engineer. The incumbent provides general supervision for processing and completing contract documents, special projects, and reports.

CORE COMPETENCIES:

As a Supervising Trans Engineer, CT, 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Prosperity - Collaboration)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - Innovation)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Prosperity - Innovation)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Prosperity - Collaboration)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Stewardship)
- 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. (Employee Excellence - People First)
- Perspective (Thinking Globally & X-function):** Broad view of issues, ability to pose future scenarios, and think globally. Stays current on changes and new developments in industry. Ability to look at and is open to different perspectives. (Prosperity - Collaboration)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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45%	E	Leads his/her team in the following: Preparation and distribution of contract advertisements. Assist bidders in procedures for submitting bids. Obtain concurrence on District Award Recommendation memo to accept bids. Verify the contract allotment, complete funding, and contract payment authorization. Administer the provisions of the Subletting and Subcontracting Fair Practices Act, the Small Business Procurement Contract Act, the Contractors license law and the Public Contract Code including the State Contract Act. Review bids for accuracy of computation and conformance to the Standard Specifications and Special Provisions. Direct the verification of work to be performed with the license held by the bidder to determine conformance to the State Contractor license requirements. Submit questions to the Legal Division for an opinion when deficiencies in the bids are recognized. Assist the District in preparing recommendations for award or rejection of bids. Obtain Federal Highway Administration's concurrence when required. Award and approve construction contracts on behalf of the Director. Own and update sections 2 and 3 of the Standard Specifications. Approve non-standard special provisions.
25%	E	Leads his/her team in the following: Retention of records on costs of construction work. Gather and analyze data from multiple Caltrans sources to produce reports including, but not limited to, non responsive bids, completion of bidding documents, contract award and approval, and ad-hoc reports. Prepare various reports including the California Highway Construction Cost Index and coordination with Federal Highway Administration Price Trends Composite Index and other private sector indices. Prepare reports and charts on the progress of the Office Engineer organization in award of contracts including the number and value of the contracts and comparisons with cost estimates and funds available. Prepare implementation plans, schedules, documents, tests, and pilot tools used to open bids and award contracts such as Bid Express, AASHTOWare Project modules, and Falcon. Lead change management activities such as Lean 6 Sigma and Value Analysis studies. Prepare and execute communication plans. Deliver presentations and provide technical support to Caltrans functional units.
15%	E	Supports Office of Civil Rights in Disadvantaged Business Enterprise (DBE), Disabled Veteran Business Enterprise (DVBE), and Small Business Enterprise (SBE) goal setting. Oversees the setup of the committee for Good Faith Effort Administrative Reconsideration meeting and is available as a panel member. Makes presentations to groups concerning the contract advertisement and award process or other presentations as required.
5%	M	Reviews and approves purchasing for PPM&OE subdivision.
5%	M	Analyzes and provides feedback on legislation impacting the construction contract process and develops new legislation to improve the process.
5%	M	Acts for the PPM&OE Deputy in their absence.

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

The incumbent directly supervises Senior Transportation Engineers (Supervisor and Specialist) and Staff Services Manager I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of and ability to interpret and apply the Department's Standard Specifications and Special Provisions, the provisions of the State Contract Act, Public Contract Code, and Government Code 49 CFR Part 26 and related regulations, rules, and policies pertaining to the preparation and administration of construction contracts. Must possess and be able to apply engineering judgment in areas of design and construction engineering on transportation projects. Must have an understanding of the Department's functions and its financial administration of capital, maintenance, and operations programs. Must possess good communication skills and maintain working relationships with Department management, Divisions, Districts, Federal and State Agencies, local agencies and private sector contractors, subcontractors, suppliers, and their associations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the legal and timely award and approval of construction contracts to the lowest responsive and responsible bidder. Failure to do it can cause the Department severe cost increases in terms of project development costs and project delivery delays.

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PUBLIC AND INTERNAL CONTACTS

The incumbent has regular contact with the internal and external stakeholders concerning construction contract award and approval issues and with the contracting industry and its associations. In addition, there is incidental contact with legislators, their staff, industry legislative representatives, State and local public agencies and the public in general.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must be able to communicate verbally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

WORK ENVIRONMENT

The work environment is comprised of a typical office with a mix of staff that includes professional engineers, administrative, technical, and clerical employees. The location is within a multi-story office building housing several hundred employees. The position itself manages more than 25 employees working in the same environment.

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