

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Bridge Engineer	OFFICE/BRANCH/SECTION DES/Bridge Design/Office of Bridge Design Central	
WORKING TITLE Office Chief	POSITION NUMBER 559-240-3184-008	REVISION DATE 03/25/2025

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

GENERAL STATEMENT:

This is a management level position with responsibility for project delivery relative to bridge design work primarily in the Central Region (Districts 5, 6, 8, 9 and 10) of Caltrans. May also act as an assistant to the Bridge Design Deputy Division Chief in charge of a functional area performing difficult and complex bridge or transportation-related structure engineering work in the field or headquarters office; or act as a departmental representative, a staff specialist, a consultant in a specific bridge or transportation-related structure engineering field, or on a complex project or research study; and do other related work. A Supervising Bridge Engineer is under direction of a Principal Bridge Engineer. Incumbent must possess a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

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, Employee Excellence - 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, Innovation, 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)¹ Job Description

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

45%	E	Directs the work of a Bridge Design Office which includes several bridge design branches by assigning projects to the Design Branches, monitoring work progress, participating in Type Selection and Risk Management meetings with the goal to solve project related issues. Coordinates the collaboration activities of these branches within the Office, with other Bridge Design Offices, with other Division of Engineering Services (DES) units, and with Caltrans Districts to ensure the timely delivery of plans, specifications and estimates (PS&E) for bridges and related projects.
25%	E	Updates/reviews the Bridge Design and other policy/guidance material deemed necessary to enhance design product quality, efficiency and timeliness of delivery. This is accomplished through participation on and management of committees designed to improve project delivery processes and procedures, and guidance of Bridge Design representatives serving on DES Technical Committees.
10%	E	Works closely with District Project Managers and design staff at the project development stage to assist in defining project scope and costs by participating in project development team meetings or assigning this responsibility to subordinate staff. Must be able to intelligently discuss structure design issues with District partners to facilitate the most appropriate design solution for the specific transportation project concerns.
10%	E	Responds to requests for staff work from the Deputy Chief, Bridge Design, and the DES Directorate. Such requests include convening special committees or work teams to address specific areas of concern related to structure design, construction and maintenance. Usually these assignments require written correspondence to the requestor defining the problem statement, the proposed resolution and any mitigating or outstanding concerns.
10%	M	Provides specialized services to Structure Construction, Structure Maintenance, and other Caltrans units as necessary. Examples of such services include participating in discussions leading to issue resolution, assigning specialized design work to assist in program delivery, and formalizing design policy/procedural issues for distribution to these functional areas, thus ensuring consistency in project development.

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

Receives general direction only from the Deputy Chief. Incumbent is expected to act independently and show initiative in completing assignments. As deligated, acts for the Deputy Division Chief of Bridge Design in the Deputy's absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee must hold a valid certificate of registration as a Civil Engineer. Must have education equivalent to graduation from college with major work in civil engineering.

Knowledge of:

- Purposes, organization, policies, and procedures of the Department of Transportation and the Division of Engineering Services.
- Methods of design and construction of various types of bridges and transportation-related structures.
- Characteristics of materials and equipment used in structure design and construction of bridges and transportation-related structures.
- Factors affecting structure type selection, maintenance inspection and load rating of structures.
- Structure seismic criteria and program
- Principles of project management including scope, schedule and budget.
- Consultant contracting process, including consultant selection and contract management.
- External financing of transportation facilities.
- Budgetary and resource matters; economics of bridge design and financing and handling of construction work by contract.
- Principles and techniques of personnel management and supervision; planning and directing the work of others.
- Equal opportunity and labor relations program objectives; a supervisor's role in maintaining effective safety, health, equal opportunity and labor relations programs, and the processes available to meet these program objectives.
- Basic safety and health regulations contained in the General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.

Ability to:

- Plan and direct the work of an engineering and administrative staff.
- Analyze technical situations accurately and recommend or adopt an effective course of action.
- Initiate correspondence and prepare complete and comprehensive reports.
- Exhibit tact and diplomacy.
- Address an audience effectively; work effectively with Caltrans' districts, consultants, local government agencies and other transportation financing agencies.
- Negotiate consultant contracts.

ADA Notice

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

- Be flexible and adaptive to changes.
- Gain the support and confidence of top level management and advise them on a wide range of transportation matters.
- Analyze and implement administrative policies and organizational procedures.
- Work successfully with others to gain their respect and confidence.
- Analyze situations and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

- Has direct responsibility for the output of each of the units in the Office. This includes ensuring that all scheduling commitments are met. Failure to meet goals will result in a delay in project advertising and possible loss of Federal funds.
- Has the professional responsibility to assure the safety of the traveling public at a cost that is an effective use of public funds.
- Errors in judgment and decisions could affect public safety or result in liability for the Department.
- Structural failure can be catastrophic due to loss of life, disruption in goods movement, and/or delays to the traveling public.

PUBLIC AND INTERNAL CONTACTS

The Supervising Bridge Engineer communicates with program advisors, DES Project Functional Managers, and District personnel as necessary to properly conduct the work of the Office. Incumbent holds meetings and discussions with personnel from the Project Delivery Program, Construction Program , and Maintenance Program to resolve problems and improve product quality. Communicates with outside agencies on project issues such as scope, cost and schedule. Examples of outside contacts include regional transportation agencies and local communities with a vested stake in a particular project. Works with maintenance personnel on routine and emergency issues at the manager level. Incumbent maintains communication with appropriate vendors and other industry representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another. May be required to lift/move/carry various types of portable equipment weighing around 50 pounds around the work site or when out in the field.

WORK ENVIRONMENT

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. Travel is required.

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