

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/PPMOE/OCCAQP	
WORKING TITLE BIM4i Engineer	POSITION NUMBER 559-150-3135-xxx	REVISION DATE 06/30/2025

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 Branch Chief for the Construction Contract Quality Management Program, a Senior Transportation Engineer, the TE (Civil) is responsible for developing processes and procedures for the advertisement and award of BIM4i projects. This position will support the Department's implementation of Assembly Bill (AB) 1037 – Infrastructure Construction: Digital Construction Management Technologies – which mandates the use of digital construction management technologies.

As part of your employment with DES there is a mandatory TE-Civil Professional Development Rotation Program that applies to all permanent full-time TE-Civils hired after January 1, 2017. Temporary relocation more than 50 miles from your permanent unit may be necessary for rotation assignments.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Equity, Innovation)
- **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. (Employee Excellence - Innovation)
- **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. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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 - Integrity)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Equity, Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Policy and Guidance Development: Develop and maintain policies, procedures, and guidance documents to incorporate BIM4i requirements into the construction contract advertisement and award process. Ensure alignment with state and federal regulations, Departmental policies, and mandates, including but not limited to CA Assembly Bill 1037. In addition, evaluating various Common Data Environment (CDE) platforms, 3D model viewers, and 3D modeling software for implementation and procedure development.

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25%	E	Standards Integration: Work with internal stakeholders (e.g., Design, Construction, IT, Legal, and District Offices) to integrate BIM4i deliverables (e.g., model advertising requirements, file formats, common data environments) into contract documents, including Plans, Specifications, and Estimates (PS&E). Define how BIM4i models are integrated into bid packages and ensure consistent expectations across projects.
20%	E	Coordination and Stakeholder Engagement: Collaborate with internal stakeholders to ensure BIM4i practices are practical and adoptable. Serve as a liaison between technical experts, BIM4i program leads, and project delivery teams to gather feedback and drive consensus.
5%	M	Project Support and Training: Provide direct technical support to project teams preparing projects for advertisement under BIM4i requirements. Assist in determining contract deliverables, model uses, and responsibilities of consultants or contractors related to BIM. In addition, provide technical guidance and training materials to support the Department's transition to digital delivery using BIM4i. Assist with workshops, presentations, or webinars for Caltrans Project Delivery staff on BIM4i expectations for advertised projects.

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
This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must have education or experience equivalent to graduation from college with major work in Civil Engineering.

The position requires excellent analytical, organizational, oral and written communication skills.

Must have a thorough knowledge and understanding of the Project Management and Caltrans Project Delivery processes.

In addition, have experience using personal computers and technical software and applications such as Microsoft Excel, PRSM, PowerBI, Powerpoint, and MS Word.

The incumbent must have above-average mathematics and logic abilities; and must be able to gather, compile, analyze and interpret data. Must be able to work, cooperate and communicate well with others, both orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Has the professional responsibility to assure the development of procedures and processes that have an effective and efficient use of public funds.
Errors in judgment and decisions could affect stewardship of State resources and/or result in liability for the Department.

PUBLIC AND INTERNAL CONTACTS
The incumbent will have extensive contact with DES, HQ and District staff. Some communication with external stakeholders may be necessary at times to gather Information on industry best practices.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employees may be required to sit for long periods of time using a keyboard and video display terminal.

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.

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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
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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