

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D7/Construction/ADA and Tech Support Unit	
WORKING TITLE Assistant ADA/New Technology Construction Coordinator	POSITION NUMBER 907-509-3135-xxx	REVISION DATE 07/02/2025

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 a Senior Transportation Engineer in the Construction Branch, working in conjunction with the District American with Disabilities Act (ADA) program staff, the incumbent performs a wide variety of transportation construction and professional engineering work in an office and field setting. Incumbent inspects the progress of work involving ADA assets to ensure compliance with contract plans and specifications, while also meeting the goals of the ADA Infrastructure Program's Business Plan. Accurately analyze situations and taking effective actions, documenting findings in reports.

The incumbent will also support the deployment of new technology and improvements proposed by Headquarters (HQ) Division of Construction. Working in conjunction with HQ Construction Office of Performance and Innovation personnel, the incumbent will perform difficult and complex engineering work related to construction management policies, procedures and tools within the Division of Construction. Acts as a liaison between District and Headquarters staff, along with industry, regarding aspects of increasing utilization and innovative efforts of technology in terms of project development and contract administration. Represents the District as part of a Statewide team that leads the effort in transitioning the existing construction administration process towards electronic Construction. Supports, maintains and educates staff on usage and upkeep of technology-based tools and equipment. Coordinates the planning, scheduling, and implementation of training for technology solutions. The incumbent works with other project delivery divisions, district staff and headquarters staff to develop special reports, and develop and recommends changes in policies, programs, standards and concepts. Exceptional leadership, initiative, and communication skills are fundamental to carrying out the mission of this position. This includes the coordination and training of Division employees in the use of Unmanned Aerial Systems (UAS), Automated Machine Guidance (AMG) and Digital Management Systems (DMS) (such as FalconDMS and ProDMS). Incumbent will maintain, track location and utilization of various equipment and software applications including file databases, daily reporting process, drone surveys, data acquisition and processing, AMG, and satellite-based grade management systems. Will support the unit as a single point of contact for this technology in his/her/their area of assignment..

In addition to the classification requirements, the position requires the possession of a California drivers license when operating a state vehicle. Possession of an FAA 107 remote pilot certificate is required when operating a state UAS. Land Surveyor-In-Training (LSIT) certificate is desired but not required.

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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Under the direction of a Senior Transportation Engineer, incumbent is responsible for implementing and communicating statewide Americans with Disability Act (ADA) policies, procedures, specifications, and standards; reviews completed Construction Checklists including the CEM 5773 series, CEM 2311, and 2312; provides technical ADA support during construction; shares lessons learned from construction; assists in the development of ADA inspection material, workflows and documentation and provides related training; conducts field visits to review construction sites and provide field review comments during Construction Review process for ADA related items; recommends efforts that focus on improvements to the Caltrans' ADA Infrastructure Program; and ensures Department's compliance with the 2010 ADA Class Action Lawsuit Settlement Agreement. Collaborates with team to identify changes to ADA policy to advance current workflow processes.
10%	E	Compiles data for District ADA Annual Report; Participates in regularly scheduled ADA related meetings to stay informed of relevant issues and proposes potential resolutions to said issues. Provides recommendations and clarification regarding changes to ADA standards;

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20%	E	Perform special technical studies, investigations, transportation engineering surveys and/or inventory transportation assets; prepares technical reports and correspondences. Assist the Construction Engineer or Resident Engineer with construction claims resolutions. May make recommendations and seek approval from the Resident (or Construction) Engineer for technological adoption. Regularly meets with task groups, technical and steering committee members for statewide coordination regarding technological direction and adoption of innovations; Find appropriate projects to pilot evaluations; Develop and update training and guidance for new and existing technologies; Represent the District on technology committees and meetings; Support innovation efforts to develop, test, and implement new technologies for field construction staff. Coordinate with other functional units within the District and around the State on more complex issues relating to the integration of new technology into contract administration. Consult with subject matter experts to document existing business requirements, process flows, and technical requirements for developing new processes incorporating new technologies. Reviews guidance and technology for compliance with the Division's Construction Manual and the Department's mission, vision and goals.
10%	E	Responsible for coordination, implementation and training of other division staff in construction related technologies, including but not limited to unmanned aerial systems (UAS), augmented reality, reality capture, and automated machine guidance (AMG). The incumbent will track technology equipment assignment and usage, collect engineering data utilizing these technologies and develop technology usage guidelines, instructions, workflows and protocols.
10%	E	Responsible for coordination, implementation and training of other division staff in digital engineering software such as design software, as-built documentation software, contract documents retrieval software/ document management systems (DMS) such as, but not limited to FalconDMS, ProDMS, Trimble Unity, and other construction software tools used and/or developed by the Department. As a local expert, incumbent administers statewide systems for District Division of Construction. Provides support as the help desk for all the database and software used by District Division of Construction.
10%	E	Incumbent will coordinate work with HQ Construction Office of Performance and Innovation personnel to develop, evaluate and deploy new technology to field construction units throughout the District. Collaborates with team members to identify new technologies and applications to advance current workflow processes. Drafts white papers, creates presentation materials, develop workflows and technical documentation. Provides research support to implement new technologies. Regularly participates in job related training involving new technologies.
5%	M	Perform miscellaneous inspections and nonprofessional engineering duties as assigned on various active projects. Assists Senior Transportation Engineer to resolve issues, provide clarification, recommend changes to any ad-hoc Construction Engineering related issues on which the Department is focused;
5%	M	Perform general office duties such as preparing memos, letters and non-technical reports; Filing and organizing both electronic and hard copy files, schedule meetings, making copies and maintain equipment (office and field).

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

None. This position does not supervise, however the incumbent may be called upon to act in a lead capacity for other staff for functional guidance in training and assisting less experienced employees. Incumbent may act, in the absence of the Senior Transportation Engineer, for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Methods, materials, and equipment used in construction, surveying and maintenance of transportation facilities. Incumbent must have the knowledge of word processing, spreadsheet, database, computer aided design (CAD), Geographic Information Systems (GIS), and various other construction software programs, as well as other applications (mobile and on a personal computer) related to construction activities.

Abilities to use UAS for data collection. A valid remote pilot certificate is required to operate Department UAS assets. Therefore, the ability to obtain and maintain an FAA 107 remote pilot certificate is required. Access and extract information from databases. Incumbent will be required to do mapping and CAD.

Ability to inspect ADA related construction work and determine whether it meets contract requirements. Knowledge of construction practices is necessary. Performs simple fields surveys and other engineering tasks as required. Problems could vary from basic earthwork and grading calculations to the development of special staking procedures and redesigning facilities to fit existing field conditions. Communicate effectively, both written and verbal.

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Ability to comprehend and interpret Contract Plans, Standard Plans and Specifications, Special Provisions, and Change Orders is essential; Complexity of work problems requires good analytical ability. Ability to prepare comprehensive reports and correspondences.

Ability to negotiate and communicate effectively, both in technical writing and verbally with supervisor, fellow workers and others. Establish rapport and maintain professional and cooperative relations with those contacted in the course of work; communicate effectively with Contractor's and State's personnel regarding project performance and relevant issues. Ability to work cooperatively with team members and supervisor to identify innovations that will increase productivity, reduce costs, and maintain or improve quality. Work with others cooperatively in a project team environment; Must have the ability to incorporate new procedures or techniques and be able to train others;

Ability to travel to and work at construction sites, during day/swing/night shifts. Ability to see and maintain alertness to the environment at night is critical. Operating a state vehicle requires a valid California drivers license. Therefore, the ability to obtain and maintain a California drivers license is required.

Ability to make neat and accurate computations and engineering notes and to prepare reports.

Ability to develop and choose from alternative courses of direction. Ability to apply sound judgment, analyze situations accurately and take effective action. Ability to recognize deficiencies as they arise and develop workable and effective solutions.

Ability to be innovative in resolving issues for the benefit of the department and the trust of the general public.

Ability to operate office and field equipment; i.e.: copier machines, computers, tablets, radios, telephones, satellite communication hardware, smart levels, survey levels, total stations, GNSS receivers, data collectors, 3D laser scanners, etc...

Analytical Requirements: Must be capable of understanding complex transportation engineering and technological problems. Must be able investigate, analyze, and trouble shoot information gathered from their own actions and as reported by others. Must analyze situations accurately and draw upon knowledge databases (among other sources) to troubleshoot historical issues and apply sound judgment from lessons learned during previously encountered issues. Develop and choose from alternative courses of action and effectuate the optimal resolution. Identify innovations that will increase productivity, reduce costs and maintain or improve the quality of deliverables.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to make effective decisions concerning work in progress and in solving field problems.

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in repeated work task, time lost, increased expenditures, budget overruns, expensive replacement costs, and project delays. Failure to handle issues properly, as they arise, could result in the unnecessary payment of large claims to the contractor and/or delay in contract completion. Improper management of resources and lack of quality assurance would result in reduced productivity, and could result in loss of funding, poor delivery to the public and decreased public confidence in the Department .

Incumbent is responsible for his/her/their actions, decisions, quality of work, and proper use of state time, equipment and materials. Incumbent is responsible for maintaining proper licenses and certificates appropriate to the classification hired and duties assigned. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

This position requires continuous, effective written and oral communication within and outside of the Department. Incumbent must maintain close communication with Department (and consultant) staff including the Resident Engineers, field personnel, construction administrative staff and management. Contact with technical/professional level staff from other districts, HQ, outside agencies, contractor's personnel, as well as with the public to resolve project problems. Incumbent must establish and maintain friendly and cooperative relations with those contacted in the course of work. Guide team members towards common goals and be able to build consensus within the team.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to access construction sites on a regular basis. This position requires driving for state business and being able to safely operate a vehicle is required. Possession of a valid driver's license is required when operating a state owned or leased vehicle. In rare situations, including but not limited to state emergencies and natural disasters, the workload may occasionally subject incumbent to frequent, substantial, and unexpected changes. Workload may subject employee to frequent changes to work shift, work hours, and work days. As such, night-work, overtime and/or flexible hours may be required. Vacations may be restricted during peak times. Occasional overnight travel may be required.

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Prior to flight operations, incumbent must meet the Federal Aviation Administration Advisory Circular 117-3 "Fitness for Duty" requirements in accordance with Title 14 Code of Federal Regulations part 117, §117.5 regarding being physiologically and mentally prepared and capable of performing assigned duties at the highest degree of safety.

Physical: Outdoor activities include the exposure to moving traffic and requires the ability to traverse across rugged terrain, hilly areas, and/or uneven surfaces, adjacent to heavy equipment, chemicals, lab conditions, gas, fumes, high decibels of noise, dust, humidity, and extreme weather conditions including hot, cold, wet and dry, while wearing a hard hat, safety vest, safety footwear and other required personal protective equipment. Physical activities vary and any singular physical requirement may be for lengthy periods of time. The incumbent must be able to walk, stand, or sit for long periods of time. Other physical requirements of the job include ability to lift and/or carry 40 pounds or more, with the ability to reach, push, pull, twist, kneel, climb, balance, bend, crouch, sit, stoop, squat, crawl, grasp, and repetitive use of extremities, including fine manipulation. Hearing and sight are both essential to job performance. While in the office, incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to work for long periods of time at a keyboard and video display terminal. Use of computers and other various office equipment is required. Routinely required manual dexterity to operate computers for preparation of reports, daily's and/or preparations of various forms. Must be able to travel to field office and construction sites. Required to be trained in first aid and apply this skill in the event of an emergency.

Mental: Must be able to sustain mental activity for data management, to review and write reports, resolve politically sensitive problems, manage diverse field issues, deal with complex problems, problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action. Must be able to organize, track and prioritize large volumes of information. Must be able to concentrate, formulate effective strategies, be multi-tasking, adapt to changes in priorities, and complete complex tasks and/or projects on short notice. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships.

Emotional: Must be able to maintain emotional control during conflicts with contractor and/or coworkers. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation to resolve the issue reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

Incumbent may be exposed to various work environments including, but not limited to day work, night work, indoors, outdoors, field work, dust, earthwork, paving operations, lab work, lab conditions, humidity, heat, cold, fog, rain, snow, extreme weather conditions, chemicals, heavy equipment, machinery, high decibel levels of (loud) noises, gas and fumes. The incumbent will work at construction sites (in the field), which may include working adjacent to heavy equipment and exposure to moving traffic, working on uneven terrain, as well as work in a field office with artificial lighting and environmental controls. Office space may be in an office building and/or trailers. Incumbent may be required to travel locally, and occasionally, to other areas of the state/nation for training and meetings. Workload may subject incumbent to night work, frequent changes in work shift, work hours, and workdays. Vacations may be restricted during peak times. Overtime may be required.

Incumbent will be required to use a state issued cell phone and vehicle responsibly in conformance with the Department's policies, and respond timely during duty hours and provide after hours contact information to his/her/their supervisor for purposes of emergency response, as it relates to his/her/their duties. Incumbent may be called back to the worksite after he/she has completed the regular shift.

Hard-hat and safety vest, or approved safety shirt, and long pants must be worn at all time while in the field, without exceptions. Personal safety requirements include, but are not limited to, work boots, in a good sturdy condition, and must be worn to provide foot and ankle support and protection. Provided safety gear, hard-hat, safety glasses, and safety vest, hearing protection devices, gloves, respirator, and other gear must be worn, as required by the Department.

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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