

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Sr Bridge Eng	DES/Bridge Design/Structure Office Engineer	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Cost Estimates Branch Chief	559-240-3185-068	03/18/2025

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 Supervising Bridge Engineer (Office Chief of Structure Office Engineer), the incumbent is responsible for supervising and managing staff in the preparation, review, independent quality assurance, and delivery of structure cost estimates and construction working day schedules for bridges and structures, and ensuring compliance with all Caltrans' policies and guidelines.

CORE COMPETENCIES:

As a Sr Bridge Eng, 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, People First, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- 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, Employee Excellence - Collaboration, Equity, Integrity, People First)
- 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, Climate Action, Employee Excellence - Integrity, People First, Pride, Stewardship)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, People First, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Integrity, People First, Pride, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Employee Excellence - Collaboration, People First)
- Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Plans, directs, and coordinates the preparation of cost estimates and working day schedules for Advanced Planning Studies, General Plans, and Structure PS&E. Schedules and assigns work within the branch, and monitors work progress to ensure on-time completion within allocated resources.

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30%	E	Supervises a staff of engineers. Counsels staff on appropriate work ethic and conduct; monitors attendance and staff's work; disciplines staff as necessary to maintain a cohesive working unit. Counsels staff on effective work habits. Develops staff's knowledge and ability through training and work assignments. Recruits and hires new staff to fill vacancies.
15%	E	Determines workload and resource needs for the preparation of cost estimates and working day schedules.
10%	E	Sets technical and project-delivery policies and practices for the branch within the framework of the policies, procedures, and quality standards of the Office of Structure Office Engineer. Actively seeks to improve quality and efficiency of the project-delivery process.
5%	E	Assists in the development of Structure Office Engineer policies, procedures, and quality standards.
5%	M	Represents the Structure Office Engineer at various types of meetings.

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

Supervises staff in the preparation of cost estimates and working day schedules. The Branch Chief assigns work to the Senior Bridge Engineers (Specialists) and assigns work and supervises the activities of cost estimate engineers.

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' Mission, Vision, Goals, & Values
- Caltrans' and DES' organization, policies, and procedures.
- Bid items, tools, and resources used in the preparation of cost estimates and working day schedules.
- Standard Specifications and special provisions
- PS&E process.
- Structure construction methods, procedures, tools, and equipment used in construction.
- Characteristics of materials used in the construction of bridges and structures.

Must have ability to:

- Plan, direct, and coordinate the work of a group of engineering staff.
- Communicate effectively both verbally and in writing.
- Work well and collaborate with others.
- Read and interpret complex structures plans and specifications.
- Understand, visualize, and interpret complex construction stages and sequences.
- Analyze plans for construction feasibility.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate cost estimates and construction working day schedules could result in a loss of project funding, bidder inquiries, contract addendum's and costly claims in construction.

PUBLIC AND INTERNAL CONTACTS

Maintains all types of communication and close cooperation with a wide range of organizations, transportation authorities, public external agencies, and internal divisions, offices, branches, districts, and regions. Has contact with material suppliers, fabricators, contractors and others concerning alternative construction methods, materials and constructability.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work on a keyboard and sit for long periods of time. Must be able to adapt to changes in priorities and complete tasks or projects with short notice. Must be able to work with others in a cooperative manner and treat others with respect.

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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 construction areas. May also be exposed to the motoring public. DES employees may be given temporary assignments to support DES operational needs.

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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