

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Bridge Eng	OFFICE/BRANCH/SECTION DES/Bridge Design/Structure Office Engineer	
WORKING TITLE Cost Estimates Specialist	POSITION NUMBER 559-240-3185-073	REVISION DATE 02/18/2025

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, incumbent is responsible for preparing and reviewing cost estimates and working day schedules for the most complex structure projects in conformance with contract specifications for Structure Office Engineer (SOE).

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Prosperity - Collaboration, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Innovation, Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration)
- **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. (Equity - Collaboration, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Collaboration, Pride)
- **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. (Equity - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Prepares and oversees the preparation of cost estimates for large, complex, or unique structure projects including projects utilizing Design-Bid-Build, Progressive Design Build, Construction Manager/General Contractor (CMGC) and other delivery methods. Provides reviews, support, training and mentoring for Cost Estimates Branch staff. As part of this duty, the incumbent provides a detailed check of the cost estimate and review of project plans and specifications. Duties also include completing annual planning study cost updates, attending CMGC project meetings, supporting Districts with cost estimate certifications, answering estimate-related inquiries, and providing independent assurance reviews and post bid justifications for structure cost estimates.
35%	E	Prepares and oversees the preparation of working day schedules for complex or unique structure projects. Provides mentoring for branch staff and provides quality reviews of structure working day schedules. Ensures that working day schedules use reasonable durations and logical sequencing. Verifies that information such as traffic handling, stage construction and other restrictions and constraints, are included in the working day schedules.
10%	E	Develops and contributes to maintaining data and guidance used for cost estimating and for Structure Office Engineer processes and procedures.
5%	E	Reviews all bid openings and historical costs in order to stay abreast of current prices.
5%	M	Represents the Office of Structure Office Engineer at various types of meetings. Performs other work-related duties as assigned.

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

Acts as Cost Estimates Branch Chief and Structure Office Engineer Chief as requested. May act as lead person regarding cost estimate activities of engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a valid certificate of registration as a Civil Engineer in the State of California. Must have advanced knowledge of the principles of preparing cost estimates for bridge and transportation-related structure construction; methods, procedures, materials, tools and equipment used in structure construction; and computer programs and systems used to produce cost estimates. Must also have knowledge of the PS&E process; construction stages and sequences; statistics as related to construction costs; and communication techniques used in preparing reports.

Must be able to read and interpret the most complex bridge engineering plans and specifications; prepare difficult cost estimates; determine working day requirements for bridge construction projects; understand application of computer programs used in preparing costs estimates and generating statistical data; and use personal computers. Must also be able to effectively communicate verbally and in writing, and work effectively with others.

The work requires extensive analysis of cost data and time requirements for the construction of all types of bridge and transportation-related structure projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate values of working days and item costs used for determining contract time and cost could result in major delays or postponement of construction projects.

PUBLIC AND INTERNAL CONTACTS

Maintains communication with all SOE staff, District and Headquarters Office Engineer personnel, and Bridge Design, Construction, Special Funded Projects, and Maintenance personnel. Also has contact with material suppliers; fabricators; contractors, and others concerning costs and time for the construction of bridge and transportation-related structure projects.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to perform tasks utilizing a personal computer, and sit for long periods of time. Must be able to grasp the essence of new information and master new technical and business knowledge. Must be able to organize and prioritize workload. Must be able to concentrate in order to review and create documents, and meet strict deadlines at times. Must be able to maintain cooperative relationships with others.

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.

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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