

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Sr Bridge Eng	DES Office of Strategic Quality Management	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Structures Independent Quality Assurance Specialist	559-001-3185-xxx	12/22/2025

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

GENERAL STATEMENT:

Under the general direction of the Office Chief (OC), Office of Strategic Quality Management(OSQM), Division of Engineering Services (DES), a Supervising Transportation Engineer, the Senior Bridge Engineer, Structure Independent Quality Assurance (SIQA) Specialist is responsible for conducting SIQA review of all DES generated technical policies, standards, processes, procedures, and guidance related to structures.

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. (Safety, Prosperity - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Collaboration, Stewardship)
- **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. (Safety, Employee Excellence - Integrity, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Equity, Employee Excellence - Collaboration, Equity)
- **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, Employee Excellence - Collaboration, Equity, Integrity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Equity, Prosperity - Collaboration, Innovation, 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, Integrity, People First)
- **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)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	Conduct Structure Independent Quality Assurance (SIQA) reviews of all DES design standards, technical policies, guidance documents, and test methods. Identify inconsistencies in these documents and suggest solutions to the authors or DES technical committee members. SIQA reviews include seismic and geotechnical design criteria, deep foundations, earth retaining systems, complex bridges and buildings, materials testing, water and wastewater facilities, mass transit, and MASH-compliant barriers. Ensure all documents are consistent and aligned with previously published materials.

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25%	E	Maintain and manage the DES SIQA database and tracking of SIQA review, including the associated Structure IQA shared Outlook email account, and report SIQA status.
10%	E	Attend DES technical document development meeting and/or discussion held by DES technical committees and/or functions, representing DES SIQA.
10%	E	Perform SIQA review of research performed by DES technical committees and/or functions on new technologies, methods, materials, equipment, and procedures for the design, construction, materials testing, and maintenance of transportation-related structures.
5%	M	Perform other tasks assigned by OC.

<sup>1</sup>ESSENTIAL 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

No direct supervision is exercised. However, this position is responsible for independent quality assurance review and coordination of continual improvement of DES design and contract standards, policies, processes, guidance documents, and test methods.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Advanced knowledge of the processes for development and review of DES design and contract standards, policies, processes, guidance documents, and test methods.
- Advanced knowledge of the methods, tools, and equipment used in DES to design, construct, and maintain transportation structures, including bridges, buildings, sign structures, and other transportation-related structures.
- Ability to independently analyze, review, and provide technical comments on the DES design and contract standards, policies, processes, guidance documents, and test methods used to design, construct, and maintain transportation structures that requires senior-level knowledge of the interdependent nature of the components, including seismic design criteria, geotechnical design criteria, deep foundations, earth retaining systems, complex bridges and building structures, materials testing methods, water and wastewater facilities, mass transit facilities, and MASH-compliant barriers, railings and other facilities.
- Strong technical writing and editing skills; an excellent command of English grammar, spelling, and usage; and an eye for detail.
- Ability to independently and effectively coordinate and communicate, both orally and in writing, with all levels of management and employees in Headquarters and districts, and with persons outside the Department.
- Strong research skills, including the ability to independently seek out, gather, and evaluate information from multiple sources; to elicit cooperation and facilitate resolution of differences of opinion among senior-level DES technical committee members; and to synthesize the information into a final technical document.
- Knowledge of the computer software used in preparing various structure guidance materials and specifications.
- Ability to read and interpret plans and specifications, structure guidance manuals, and test methods; to understand, visualize, and interpret construction stages and sequences; and to analyze technical content for design, construction feasibility, and materials testing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for maintaining the consistency of all DES design and construction standards, policies, processes, guidance documents, and test methods. Errors or poor judgment may unnecessarily lead to contract change orders, disputes that cause claims, increased engineering and construction costs, reduced work quality, or loss of federal funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent has contact with staff within all DES subdivisions, Division of Construction, Division of Design, Division of Environmental Design, Division of Maintenance, and Legal. The incumbent also has contact with industry representatives, such as material suppliers, fabricators, and contractors, and with other governmental agencies, such as FHWA.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, mouse, and video display monitor, or while attending meetings.  
The incumbent must be able to work on several projects at one time and to work in both a team environment and independently, as well as serve as member on various structures committees and task groups.  
The incumbent must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent substantial and unexpected changes that could affect the scheduling or completion of assignments.  
The incumbent must develop and maintain cooperative, collaborative working relationships and must be responsive to the needs of others.  
The incumbent must be able to accept criticism on his/her writing or technical comment reviews in a professional manner. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to

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public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

This position is remote-centered telework. While in the office, the incumbent will work in a climate-controlled office cubicle under fluorescent lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. 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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE