

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 8 - Program/Project Management	
WORKING TITLE Contract Manager	POSITION NUMBER 908-221-3161-004	REVISION DATE 12/16/2025

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 an Office Chief in Program Project Management, a Supervising Transportation Engineer, the Contract Manager is responsible for timely executions and proper utilization/management of multiple Architectural and Engineering (A&E) contracts. The Contract Manager would be the district's single focal point for all issues related to their assigned Contracts. The Contract Manager would closely work with the Division of Procurement and Contracts (DPAC) to ensure all document are provided in a timely manner for the procurement of new contracts or amendments as needed basis.

**CORE COMPETENCIES:**

As a Senior Transportation Engineer, CT, 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. (Equity - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Equity)
- **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)
- **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. (Safety - 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. (Employee Excellence - Pride)
- **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 - Collaboration)
- **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 - Equity)
- **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. (Employee Excellence - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity, Employee Excellence - Collaboration)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
50% E	Monitor and manage scope, schedule, cost and goals of each task order and contract. Assess, justify and secure appropriate and adequate funds for contract. Provide complete fiscal funding and expenditure data for contract. Accurately monitor, forecast and manage detailed task order expenditure. Approve invoices for payment.

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40%	E	Coordinate with the Chief, Consultant Services Unit and other Divisions in identifying specific services to be provided by contract. Determine appropriate contract type, method of payment, duration and DBE/SBE/DVBE goals. Obtain all contracting out pre-approvals. Obtain complete, accurate and available funding. Provide complete fiscal data for contract funding. Prepare clear and concise Contract Scope of Work and ADM 360. Coordinate with Division of Procurement and Contracts (DPAC) in the preparation of contract Request for Qualifications (RFQ). Coordinate the nomination of consultant selection panel members. Perform consultant reference checks. Facilitate selection panel members in the consultant selection process including evaluation of Statement of Qualifications (SOQs), shortlisting firms to be interviewed, interviewing and selecting the most qualified firm. Actively participate in the contract negotiation process. Monitor contract expenditures. Manage consultant contracts to ensure consultants stay on schedule and budget and scope.
10%	M	Coordinate with the Division of Audits in the pre and post-award consultant auditing process. Determine need for contract amendment. In cooperation with DPAC, prepare all necessary documentation for contract amendment. Prepare contract closeout documents and perform final consultant evaluation.

<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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not have supervisory responsibility. The incumbent may, however, act in a lead capacity on an as needed basis.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have knowledge to be able to understand the technical/engineering scope of work that is contracted out to consultants. The incumbent must have the ability to work closely with Project Managers, Functional Managers, and Headquarters units to establish a clear project scope, which forms the basis for estimating, scheduling, cost control and general project coordination. The incumbent must have the ability to evaluate and make recommendations concerning the appropriateness of contracting consultant services for various Capital Outlay Support (COS) work efforts.

The incumbent must have knowledge of the various phases of transportation engineering; the missions, goals, policies and guidelines to be implemented by the Department; contract management; project management, personnel management and supervision; health and safety, and labor relations programs.

The incumbent must have knowledge of current departmental guidelines, preparation of engineering plans and specifications, the contracting out process, Federal regulations, and current laws in order to ensure proper State compliance. The incumbent must have the ability to identify and resolve issues to persuasively negotiate agreements with various agencies and parties.

The incumbent must have the ability to represent Caltrans interest when coordinating with consultants and understand/evaluate both the performance of consultants and the product they produce. The incumbent must possess excellent written and verbal skills to effectively communicate technical information in reports, correspondence and meetings.

The incumbent must analyze and evaluate the A&E contracts, contract procurement regulations to ensure compliance with Department policies and regulations. The incumbent also must analyze Scope/Statement of Work developed by the Functional Manager to ensure that it is consistent with contract scope and capacity.

The incumbent must analyze all contract documents to do the following: properly manage the development and implementation of complex consultant contract; to plan, organize, and coordinate effort between consultants, Project Managers, and Functional Managers to ensure timely delivery of an accurate and complete product; develop schedules and milestones with the Project Managers and Functional Managers to track the same.

The incumbent must be detail oriented, flexible in a rapidly changing environment, a team player and must be able to communicate effectively in order to achieve successful job performance.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

This position is responsible for independent action and initiative in evaluating consultant proposal and in negotiating consultant contracts for engineering services related to highway capital outlay projects. Failure to properly interpret and ensure compliance with current contract procurement procedures could result in costly disputes with consultants and local agencies, legal actions, and delays in providing the public with timely highway improvements.

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**PUBLIC AND INTERNAL CONTACTS****PUBLIC AND INTERNAL CONTACTS**

The incumbent interacts with higher and lower levels of personnel in the District and in Headquarters' Divisions on a daily basis.

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## POSITION DUTY STATEMENT

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This position must maintain effective working relationships with internal and external customers and stakeholders that include:

- District management
- Project Managers/Engineers & Functional Managers
- Headquarters functions
- Consultants

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; manual dexterity; sitting for long periods.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships.

Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

### WORK ENVIRONMENT

This position is located in San Bernardino, CA

While at their base of operation, the 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. **TELEWORK** - This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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