

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Bridge Engineer	OFFICE/BRANCH/SECTION Office of earthquake Engineering, Analysis and Research	
WORKING TITLE Office Chief	POSITION NUMBER 559-220-3184-005	REVISION DATE 12/24/2025

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 Principal Bridge Engineer, the incumbent oversees the Office of Earthquake Engineering, Analysis, and Research (OEAR) within the Structures and Engineering Services subdivision. Responsibilities include providing seismic expertise, research, and software support to the Division of Engineering Services (DES) and the Department. The incumbent ensures the success of OEAR programs and meets DES objectives.

A valid Professional Engineering License from California is required.

CORE COMPETENCIES:

As a Supervising Bridge Engineer, 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, Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, 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. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, 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, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Prosperity - Collaboration, Integrity, Stewardship)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

25% E Develops structural earthquake engineering standards, guidelines, policies, and training. Updates the Caltrans Seismic Design Criteria, assesses bridge retrofits, and performs seismic vulnerability assessments on State Highway System bridges. Manages the Earthquake Technical Committee.

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25%	E	Plan, direct, and manage the DES Geotechnical, Structure, and Seismic Research Program. Develop and maintain the Strategic Plan and Roadmap for the program. Coordinate with the Steering Committee and Division of Research for annual research solicitation and selection. Oversee the research resource budget. Ensure research results are evaluated and shared with relevant technical committees and specialists for implementation.
15%	E	Supervise development, maintenance, and support of core bridge engineering software. Evaluate vendor software. Manage the Computer Software Management Committee. Oversee annual DES Software budget and justify software needs from DES Subdivisions.
20%	E	Coordinate activities with the Caltrans Seismic Advisory Board on seismic policy and practices. Responsibilities include organizing two semi-annual meetings and workshops, facilitating communication among relevant departments, and sharing seismic design policy information. Participate in national and international seismic programs as a panel member.
5%	E	Oversee the Caltrans Post-Earthquake Investigations Team (PEQIT). Ensure the PEQIT coordinator trains and prepares team members for quick post-earthquake response.
5%	M	Provide project delivery support, including structural and seismic analysis for bridge designs and retrofits, as well as retrofit strategy and bridge type selection meetings.
5%	M	Conduct special studies and prepare reports on resourcing, operational, and organizational issues. Assist with DES and project-specific strategic plans; step in for the Deputy Division Chief as needed. Perform other 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

Provide direct supervision to senior engineering staff and indirect oversight to all OEEAR personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess comprehensive knowledge of Caltrans' primary activities and organizational structure, including departmental policies, project development processes, planning concepts, and all relevant laws and regulations. Additionally, they must have extensive knowledge of the purposes, policies, and procedures within the Division of Engineering Services. A solid understanding of seismic behavior, dynamic analysis techniques, computer programming, earthquake engineering, and seismic design is essential. The role requires expertise in various bridge design, maintenance, and construction methods within transportation structural engineering. Proficiency in engineering software applications and a thorough grasp of project development processes, especially its coordination with other subdivisions and districts, are necessary. Additionally, knowledge of Structure Design policies, task management, consultant contracting processes, personnel management, and supervision is required. Familiarity with equal employment opportunity, labor relations, and safety responsibilities is also essential for achieving program objectives.

Must administer engineering programs, evaluate design practices for complex structures, and implement policies. Must accurately analyze situations and resolve complex engineering problems. Must communicate effectively at all levels within and outside the Department, both orally and in writing. Must address audiences well. Must judge work quality, plan, and direct work, including technical committees. Must be flexible and adaptable. Must gain support from top management and advise on transportation matters. Must contribute to safety, health, equal employment opportunity, and labor objectives of the Department.

The work and responsibilities assigned to this position require the ability to assimilate technical and procedural input from various sources, including the Seismic Advisory Board and Structure Policy Board, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the planning, project delivery, maintenance and applied studies related to transportation systems. Must reason logically and creatively using a variety of analytical and problem-solving techniques.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for overseeing seismic engineering policies, practices, and guidance to ensure compliance with state and federal laws and regulations, while aligning with the Department's policy. Errors in judgment or decisions could impact public safety or result in liability for the Department. Structural failure could lead to significant loss of life, disruption of goods movement, and travel delays. Errors in judgment or decisions may also undermine public confidence in Caltrans as a responsible agency and engineering organization.

PUBLIC AND INTERNAL CONTACTS

The incumbent must regularly engage with district management, DES Deputy Division Chiefs, Headquarters' divisions/programs, and state, federal, and local agencies on seismic issues. They respond to inquiries from other states, agencies, practitioners,

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advisory boards, and international partners regarding seismic matters. Regular meetings will be held to address questions on seismic research, analysis, and software.

The incumbent also arranges, attends, and represents the Department at meetings with interest groups, media, and various agencies concerning transportation performance measures, issues, and mitigation for projects and programs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to remain seated for extended periods when using a keyboard/mouse and video display monitor or attending meetings. The ability to perform fine manipulation and simple grasping tasks throughout the workday is essential. Some walking may also be necessary. Effective organization and prioritization of large volumes of diverse documents are crucial. The workload is frequently subject to significant and unforeseen changes that may impact scheduling or completion of assignments. Effective communication skills are essential, including delivering presentations, leading workshops, and participating on quality teams. The role requires sustained mental activity for conducting research, analysis, synthesis of issues, and providing well-reasoned recommendations to management. Managing multiple tasks, adapting to shifting priorities, and completing tasks or projects on short notice is crucial.

The incumbent must work cooperatively with others, develop and maintain collaborative working relationships, and handle challenging, emotionally charged, and sensitive situations appropriately. The ability to manage pressure, maintain focus and intensity, and remain optimistic and persistent under adversity is vital. Demonstrating fairness and ethical behavior, showing responsibility, and commitment to public service are essential. Valuing cultural diversity and individual differences within the workforce is imperative.

WORK ENVIRONMENT

The work environment is fast-paced and busy, requiring flexibility in managing time, priorities, and assignments. It can be demanding and stressful. Travel may be required to other states, district offices, meeting facilities, or project sites, using a car or commercial transportation. Fieldwork involves varying weather conditions like rain, extreme heat, and high wind. In the office, employees work in climate-controlled settings, but temperatures may fluctuate due to occasional HVAC issues.

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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