

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CURRENT/PROPOSED

|   |  |                             |
|---|--|-----------------------------|
| CLASSIFICATION TITLE<br>Transportation Engineer (Civil) | OFFICE/BRANCH/SECTION<br>DES/PPM&OE/OPM/APEA |                             |
| WORKING TITLE<br>AASHTOWare Applications Engineer       | POSITION NUMBER<br>559-150-3135-042          | REVISION DATE<br>01/22/2026 |

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 the AASHTOWare Preconstruction and EBid (APEA) Branch Chief, a Senior Transportation Engineer (Supervisor), the Transportation Engineer (Civil) has responsibility for AASHTOWare Project Preconstruction (AWP-P) software maintenance and operation. The incumbent assists with AWP-P and Office Engineer data management, prepares and publishes relevant guidelines, automates and maintains custom reports, provides support to users, investigates and resolves software issues, and coordinates with Office Engineer staff on functionality related to business processes. Responds to EBid related contractor bidder inquiries and contractor questions.

As part of employment with DES, there is a mandatory TE-Civil Professional Development Rotation Program that applies to all permanent full-time TE-Civils hired after January 1, 2017. Temporary relocation more than 50 miles from the permanent unit may be necessary for rotation assignments.

**CORE COMPETENCIES:**

As a Transportation Engineer (Civil), 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Collaboration, Innovation, 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. (Prosperity, Employee Excellence - Integrity, People First, Stewardship)
- **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. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, 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. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, People First, 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. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Prosperity, Employee Excellence - Innovation, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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| 45% | E | Lead AASHTOWare Project Preconstruction (AWP-P) system and electronic bidding software operational support and maintenance and coordinate with business process owners. Provides support to AWP-P and electronic bidding users. Perform annual upgrade and user interface updates per business needs for AWP-P. Using various tools, produce and maintain data, documents and files to manage AWP-P. Provide and assist with AWP-P user trainings.                         |
| 25% | E | Assist with managing consultant contracts and project scope and cost. Coordinate with IT and vendors as needed for system updates and for integration of AWP-P and electronic bidding software to other Department systems. Prepares correspondence and reports, including progress reports, task orders, training content for using AWP-P. Maintains documentation related to consultant contracts, testing, training and applications. Assist with contract procurement. |
| 25% | E | Analyze OE business practices and current tools, and develop processes and documents as needed for transferring those processes to AASHTOWare Project and electronic bidding software. Assist with AWP-P and electronic bidding support. Answer calls from Caltrans, contractors and maintain the call log.  |
| 5%  | M | Act as the branch chief in their absence through meeting attendance or customer interactions.  |

<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**

None

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of the Departmental project delivery and Project Management process, and the role DES, Program Project Management & Office Engineer plays in those processes. Must have the ability to correctly interpret errors and determine corrective measures.

The TE-Civil must have a basic understanding of the processes involved in operating AASHTOWare Project Preconstruction software. Incumbent must have knowledge and experience in XML or any other programming language. Must be of intermediate skill with Excel, Word, Power BI and Acrobat and have experience in building reports using these products. Must have a thorough knowledge of project development procedures, construction engineering methods and processes related to specifications and estimates, state and federal regulations, guidelines and policies related to transportation engineering, and funding of transportation projects. Must have the ability to apply laws, rules, policies, and practices related to contracts prepared and administered under the State Contract Act.

Must have good communication skills with the ability to express ideas and present information both orally and in writing. The incumbent must use good, sound engineering judgment and have an understanding of the existing contract bidding process used within Caltrans. The incumbent must also be able to effectively interact with technology consultants and Department staff to discuss, develop and implement new technology into the bidding process used in a large statewide function. Must be able to analyze technology and engineering related issues and problems, and determine the proper course of action. Must have the ability to create neat and accurate engineering calculations and notes; prepare reports; establish and maintain friendly and cooperative relationships with other team members in the course of their work.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for carrying out the policies, goals and objectives of the Office of Program Management. The incumbent takes action to ensure that the policies and procedures are being followed. Error could result in costly contract award mistakes and delays in meeting the Caltrans construction program schedule possibly affecting the safety of the traveling public.

**PUBLIC AND INTERNAL CONTACTS**

The Transportation Engineer (Civil) has frequent contact with all levels of staff and management within the Department of Transportation, contractors, subcontractors, other state government agencies, the Federal Highway Administration and the public, via the telephone and through written correspondence. The incumbent must be able to communicate effectively, orally and in writing.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must be able to sit for prolonged periods of time using a keyboard and video display terminal. Must have the ability to maintain sustained mental activity needed for report writing, analyzing situations, problem solving, and reasoning. Must apply discretion and tact when discussing contracts with the public. Must act professionally and be able to maintain cooperative working relationships and respond appropriately to difficult situations. Must be able to work in a team environment.

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### WORK ENVIRONMENT

Position is currently in a hybrid teleworking 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 may 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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE