

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Bridge Engineer	OFFICE/BRANCH/SECTION DES/Bridge Design/OTPG	
WORKING TITLE Office Chief, Office of Technical Policies and Guidance (OTPG)	POSITION NUMBER 559-240-3184-020	REVISION DATE 03/01/2022

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 a Principal Bridge Engineer, the incumbent will provide technical support for developing bridge design standards, specifications, and guidance, as well as maintaining the California Amendments to the AASHTO Bridge Design Specifications. The incumbent will provide support and assistance to the State Bridge Design Engineer (SBDE) in performing difficult and complex bridge engineering; provide recommendations modifications to the bridge design specifications and other technical or policy documents, act as a Departmental representative or staff specialist on various technical assignments in the bridge engineering field. The incumbent will represent the Department through participation on national technical committees and expert task groups. The incumbent will work closely with external agency representatives and consultants on technical issues related to bridge engineering. This position is responsible for the development, management and implementation of statewide policies and procedures for bridges and for ensuring compliance with state and federal laws and regulations. The incumbent provides a high level of influence on shaping and crafting Departmental bridge policy and procedures. Travel is required. The incumbent will be the technical manager for several technical committees and the lead person for producing and maintaining pre-engineered bridge products and standards.

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.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Update Bridge Design Specifications, assist the SBDE in providing technical input on policy issues and update the Structure Technical Policy and Bridge Design Memos, Bridge Design Practice, and other policy/technical materials deemed necessary to enhance design product quality, efficiency and timeliness of delivery. Assist the SBDE in providing direct technical support to the Chief, Division Engineering Services (DES) and Department's Chief Engineer on program level issues related to bridge engineering. Serve in both a decision-making and advisory role on technical issues and policy development related to bridge engineering. As the DES bridge design expert and technical focal point, the incumbent advises Headquarters' and District management and other governmental entities of procedural requirements to comply with state and federal rules and regulations relating to bridge design engineering. May act as a member of a technical peer review panel.
30%	E	Provide technical support to the SBDE and provide technical advice to Headquarters, districts, state agencies, and other external agencies on matters pertaining to bridge design and/or complex bridge projects or research studies. Proactively lead a group of highly motivated and experienced bridge designers in developing innovative, effective and practical pre-engineered products and standards to streamline and accelerate the project delivery and construction of California bridges. Technical lead and manager for several technical committees.

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20%	E	Represent the Department in the role of Assistant SBDE, which covers policy decision-making and advisory input on programmatic issues. Serve in a technical leadership role on AASHTO Subcommittees and expert task groups at the state and federal level. Work with external agency representatives and consultants in representing the Department on technical issues related to bridges. Represent the Department through participation on national technical committees, and expert task groups focused on advancing technical development and innovation in specialized areas of bridge design.
10%	E	Respond to requests for staff work from the Deputy Division Chief, Bridge Design. Such requests include convening special committees or work teams to address specific areas of concern related to bridge design.
10%	M	Provide specialized services and assist in coordination with Structure Construction, Structure Maintenance, and other Caltrans functional areas as necessary. This may include participating in discussions leading to issue resolution, assigning specialized bridge design work to assist in program delivery, and coordinating technical input in developing bridge design policy/procedural issues for distribution to these functional areas, thus ensuring consistency in project development. In the absence of the SBDE, the incumbent may act on his/her behalf.

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

This position directly supervises staff, which may consist of senior specialists and bridge designers. The number of staff supervised is expected to range between 5 and 15.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a broad knowledge of Caltrans' major activity areas and organization; departmental policies; funding and financial constraints; project development process and planning concepts, environmental analysis and related laws and regulations. Must have broad and extensive knowledge of the purposes, policies, and procedures of the DES and Bridge Design. Must have thorough knowledge of the methods of design, analysis and construction of various types of bridges, plus a thorough knowledge of related materials and construction methods used in the State of California and nationally. Must demonstrate a keen understanding of advanced software and analytical techniques used in design of various bridges. Must have broad knowledge of the latest developments in the field of bridge engineering such as ABC and UHPC and pro-actively seek opportunities to implement such innovative concepts in California. Must have knowledge of the principles of task and risk management. Must have knowledge of alternative project delivery, budgetary and resource matters, economics of bridge design, and the consultant contracting processes. The incumbent must have a thorough knowledge of the principles and techniques of personnel management and supervision; the Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity, labor relations, and the processes available to meet these program objectives.

Abilities: Must have the ability to administer an engineering program, analyze and implement administrative policies and organizational procedures. Must be able to analyze situations accurately and adopt an effective course of action in the resolution of complex engineering problems. Must be able to effectively coordinate and communicate, both orally and in writing, with all levels of management and employees internal and external to the Department. Must have good administrative abilities including judging work quality and performance and be able to effectively plan and direct the work of others. Must be flexible and adaptive to change, open to and supportive of new innovative ideas and willing to and comfortable with taking calculated, intelligent risks. Must have the ability to gain the support and confidence of top-level management and advise them on a wide range of transportation matters.

Analytical Abilities: The work and responsibilities assigned to this position require the ability to assimilate technical and procedural input from various sources, including the districts, 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 bridge engineering. Must reason logically and creatively using a variety of analytical and problem-solving techniques.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent acts as required by Departmental and Division policy. Has direct responsibility for the output of each of the units in the Office. This includes assuring that all scheduling commitments are met. Failure to meet goals may unnecessarily delay projects, increase engineering and construction costs, reduce quality of work and mismanagement of public funds. Failure to meet advertisement dates may result in loss of federal funds.

- Has the professional responsibility to assure the safety of the traveling public through effective use of public funds.

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- Errors in judgment and decisions could affect public safety or result in liability for the Department.
 - Structural performance issues can lead to disruption in goods movement, delays to the traveling public and economic losses. Structural failure can be catastrophic due to the potential for injury or loss of life and damage to property.
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PUBLIC AND INTERNAL CONTACTS

The Incumbent must establish and maintain working relationships with DES Deputy Division Chiefs and counterparts, Headquarters' and district management, and state, federal and local agencies as necessary to properly conduct the work of the office. The incumbent is expected to reach out to other sub-divisions in DES, Structure Maintenance, State and Federal government and industry partners to resolve technical challenges and improve product quality.

Incumbent maintains communication with appropriate vendors and other industry representatives as appropriate.

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. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required.

Must be able to effectively communicate in English and will be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

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.

Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Travel is required.

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

WORK ENVIRONMENT

The work environment is fast-paced, demanding and requires considerable flexibility in managing time, priorities, and assignments. The incumbent may be required to travel to district offices or other meeting facilities, and/or to the sites of proposed projects. Out of state travel for a few days may also be required and may include weekends. In the field the incumbent may experience all climatic conditions. While at their base of operation, employees 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.

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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

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