

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

**PROPOSED**

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION DES/SES/OTA/Building Cost Estimating Branch	
WORKING TITLE Building Cost Estimating Branch Chief	POSITION NUMBER 559-220-3161-xxx	REVISION DATE 02/02/2026

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 (Supervising Bridge Engineer), Office of Transportation Architecture, Structures and Engineering Services, the Building Cost Estimating Branch Chief plans, directs, and coordinates the preparation of building cost estimates and construction working day schedules for buildings and other transportation-related structures. This includes managing the efforts of staff in the preparation and production of estimates and working day schedules; scheduling and assigning work; monitoring progress of the work; reviewing the work for quality, accuracy and completeness; acting as a consultant and focal point to the Districts and other Headquarters units regarding all estimating, working day schedules, and bid result matters; writing reports; and reviewing and preparing correspondence.

Possess a valid California license as an Civil Engineer in the State of California.

**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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

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

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40%	E	Assigns, schedules, and monitors the progress of work performed in the Building Cost Estimating Branch, for all stages of building and other transportation-related structure projects, from planning through final PS&E. Responsible for the development of special studies and guidance material to assist in the preparation of cost estimates and construction working day schedules. Reviews all products produced by the branch and responsible for their quality. Plans and coordinates the work of the branch with other design disciplines. Establishes quality of work standards and provides performance reviews. Reviews and approves staff work, and project delivery milestone deliverables. Reviews Project Initiation Documents, conceptual designs, planning studies and project scope documents, regarding estimating and construction working day schedules.
30%	E	Supervises staff consisting of engineers and building estimators; counsels staff on appropriate work ethic and conduct; counsels staff on effective work habits and guidelines for preparing efficient, quality designs. Develops staff knowledge and ability through training and work assignments. Recruits and hires new staff to fill vacancies.
15%	E	Provides guidance to Districts and other Headquarters units for estimating or construction working day issues on buildings and other transportation-related structures. Guidance includes providing evaluations, analysis, and recommendations on Engineers Estimates and project bid results for building and other transportation-related structure projects.
10%	E	Prepares detailed written reports, reviews, and correspondence.
5%	M	Organizes and prepares training for both branch and office-wide staff. Procures training material and project design tools for the branch.

<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**

Directly supervises engineers and building estimators, and occasionally student assistants.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possess a valid California license as an Civil Engineer in the State of California.

**Knowledge of:**

- Purposes, organization, policies, and procedures of the Department and the Division of Engineering Services
- Principles of cost estimating and construction working day schedules
- Methods, procedures, tools, and equipment used in the design and construction of building and transportation-related structures
- Properties and uses of construction materials
- Construction stages and sequences; mathematics and computer programs used in cost estimating and working day schedules
- The PS&E process.

**Ability to:**

- Read, analyze, and interpret complex building engineering plans and specifications
- Analyze building designs for construction feasibility
- Analyze construction methods and materials
- Determine working days and costs for construction operations
- Supervise staff and have broad knowledge of the principals and techniques of personnel management and supervision
- Plan, direct, monitor, analyze and coordinate the work of a staff or private consultants in the preparation of building cost estimates and construction working day schedules
- Communicate effectively, both verbally and in writing and be able to write clear, concise letters, memos, and technical reports
- Provide effective verbal presentations to a wide array of disciplines and present information clearly and effectively in both written and pictorial forms
  - Readily obtain complete and amicable cooperation from personnel in all functional units, private consultants, and public or private contracts

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Inaccurate cost estimates and construction working day schedules could result in a loss of project funding, bidder inquiries, contract addendum's, or costly change orders or claims in construction.

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### PUBLIC AND INTERNAL CONTACTS

Initiates and maintains communications with all project design staff. Holds and attends meetings and discussions with other units such as Architecture, Mechanical, Electrical, Water, Waste Water, Geology and various DES, Headquarters, and District units involved in transportation planning to resolve questions and problems concerning the project. Maintains communications with District personnel or other state and local agencies, and may be called to meet with and review Architectural/Engineering (A/E) consultants. Attends and conducts meetings related to project cost, construction working day schedules, resources and programming.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit for long periods of time using keyboard and video display terminal. Must be able to adapt to changes in priorities and complete tasks or projects with short notice. Must be able to work with others in a cooperative manner and treat others with respect.

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### WORK ENVIRONMENT

Hybrid work schedule options available. The position requires periodic travel to District Offices, which are located statewide. Travel may include driving for extended lengths of time in a state-issued vehicle and overnight stays. While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

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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.

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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