

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

PROPOSED

CLASSIFICATION TITLE Sr Bridge Eng	OFFICE/BRANCH/SECTION DES/SES/OSFP&SLA	
WORKING TITLE Structure Liaison Engineer (Specialist)	POSITION NUMBER 559-220-3185-xxx	REVISION DATE 01/01/2025

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 a Supervising Bridge Engineer (Supervisor), of the Office of Special Funded Projects and Structure Local Assistance (OSFPSLA), within Structures and Engineering Services, the Senior Bridge Engineer (Sr BE) (Specialist), is responsible for coordinating structural design portions of project development activity for projects on state highway system (SHS). Provide project development and structural engineering advice to project development partners in all project stages from project inception to advertising for bids, with other DES functional offices, districts, local agencies and consultants. Overseeing the quality and design compliance of structure design portions of projects prepared by local agencies or consultants on and off State right of way. Provide liaison between the Division of Engineering Services (DES), District, Division of Local Assistance, and local agencies for consultant designed projects, and perform other work-related duties as assigned.

The incumbent must have an active Professional Engineering License from the State of California.

**CORE COMPETENCIES:**

As a Sr Bridge Eng, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, 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, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Collaboration, Equity, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Prosperity - Collaboration, Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Employee Excellence - Collaboration, Equity, Integrity)

**TYPICAL DUTIES:**

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

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30%	E	Coordinate structural design portions of project development activity for projects on state highway system (SHS). Provide project development and structural engineering advice to project development partners in all project stages from project inception to advertising for bids, with other DES functional offices, districts, local agencies and consultants.
30%	E	Provide design oversight to consultant firms regarding project progress and problems, and resolve issues in a timely manner as they develop. Prepare and conduct Type Selection Meetings and review consultant submitted plans and other documents as part of oversight process to ensure Caltrans standards are met for projects on the SHS. Assist local agencies and Caltrans districts in the consultant selection process for structure design work.
15%	E	Act as DES point of contact to advise the District Local Assistance Engineer (DLAE), the Division of Local Assistance (DLA), and local agencies on technical bridge issues for local projects off SHS. Participate in field reviews and provide recommendations to DLA and DLAE on project scope, eligibility, cost, and scope and cost changes. As a DES representative, assure that DES responsibilities regarding the Local Seismic Safety Retrofit Program (LSSRP) program are met.
15%	E	Responsible for DES review and recommendations of Highway Bridge Program (HBP) feasibility studies, Type Selection reports, and technical studies for proposed local agency bridge projects. Responsible for DES recommendations regarding proposed bridge replacement for HBP rehabilitation projects and review of local agency plans, specifications, and estimates.
5%	E	Provide quality control for staff design reviews to ensure Caltrans standards are met. Recommend course of action for areas in need of improvement.
5%	M	Participate in Department or technical committees or work teams or Office related work assignments. Prepare written correspondence and reports supporting project and department activities, and perform other work-related duties as assigned.

<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. Provide functional direction regarding technical aspects of work performed by engineers and other support staff to ensure quality of the work. Oversee the work of multiple consulting firms and non-Caltrans entities preparing structure-related work.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have extensive knowledge of bridge design. Must have extensive knowledge of various methods of structural analysis required for review of designs submitted by others; and a broad knowledge of DES design policies, project development process, procedures and philosophies. Must be able to prepare reports; plan direct and coordinate the work of a group of engineering and/or clerical assistance; and analyze situations and adopt effective courses of action. Must be able to obtain complete and amicable cooperation from DES functional units involved in plan reviews and production. Must have excellent verbal and written communication skills. Must provide training opportunities for self and staff to keep abreast of current design practices, and Caltrans and DES policies in order to provide quality services and timely reviews of consultant-designed projects. Must have knowledge in current federal programs and HBP to advise local agencies as to their funding options.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Projects in State Right of Way: Has direct responsibility and authority over the review process employed and decisions made related to consultant-designed projects. Responsible for giving prompt and proper structural engineering advice during project planning and development stages. Responsible for timely completion of reviews by staff engineers. Inadequate reviews or recommendations could result in inefficient use of state or local funds, schedule delays, increased maintenance costs to the State, or in extreme cases, could result in structural failure leading to potential liability.

Projects off SHS: responsible for the review of local agency structures projects utilizing federal funds. Inadequate reviews or recommendations could result in inefficient use of federal funds, and/or delays of local agency structure projects which could result in loss of federal funding, increased maintenance costs to the owner, and structural failure. The local agency is responsible for correct use of federal funds as well as structural adequacy of the bridge project.

**PUBLIC AND INTERNAL CONTACTS**

Maintain communication with the Office Chief and staff. Hold meetings and discussions with DES offices, district, Headquarters (DLA), and local agencies to resolve project-related question, issues and problems. Maintains contact with consulting firms doing engineering design. Communicates with Headquarters offices (DLA), DES functional units, districts, local agencies, and consultants in providing design assistance to ensure project delivery.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to perform tasks utilizing a personal computer and sit for long periods of time. Must be able to concentrate in order to review and create documents. Must be able to multi-task, adapt to changes in priorities, complete tasks or projects with short notice, and meet short deadlines. Must be able to maintain cooperative relationships with others. May travel as necessary to meet with districts, local agencies, consultants, and other entities in order to effectively carry out the duties of the position. May travel up to 40 percent of the time.

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### WORK 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 will 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.

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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