

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CURRENT/PROPOSED

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 59/DES/PPM&OE/CCAQP	
WORKING TITLE AADD Coordinator	POSITION NUMBER 559-150-3135-061	REVISION DATE 04/08/2025

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 the Branch Chief, a Senior Transportation Engineer, the incumbent performs AADD Coordination work for DES-OE between project submittal and approval to ensure successful delivery of major construction contracts to Construction. Work with districts to resolve contract issues identified during the listing and advertising period. Work with Independent Quality Assurance (IQA) and Independent Assurance (IA) reviewers, DES-OE functional areas, and the districts to resolve IQA comments. Coordinate the processing of the addenda with DES-OE staff and the districts. The incumbent takes part to develop and update manual, guidance, and training materials for the Construction Contract Advertisement and Quality Program. As part of your 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 your 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation)
- **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. (Employee Excellence - Integrity, 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. (Employee Excellence - Collaboration, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Integrity, 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, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Collaboration, Integrity)

TYPICAL DUTIES:

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

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35%	E	Acts as the primary point of contact for assigned districts/regions to resolve project issues from submittal through the advertisement. Post IQA review comments and work with DES-OE functional units and the districts to resolve comments. Provide final review and concurrence of license determination analysis provided by the License Determination team. Coordinate the processing of addenda with DES-OE functional units and the districts. Respond to inquiries from districts on Department policies, Federal and State requirements, project milestones, and associated guidance to process and finalize construction contract documents.
30%	E	Assist/ backup Senior AADD coordinator with the processing of the Construction Manager General Contractors (CMGC) projects processed through DES-OE. Assist districts with the processing of Additive Bidding contracts. Assist districts with issues related to merge submitted specification packages with project database and bid item list to create the final construction contract. Assist with responding to bidder inquiries and recommend the proper course of action as needed. Acts as the construction contract subject matter expert in support of districts and the DES-OE team.
20%	E	Work with Senior AADD coordinator to update the Construction Contract Development Guide(CCDG) guide. Assist the Quality Management Program Branch with the development and annual updates for the Best Bid Standards (BBS) checklist and guide. Take part in the BBS change control meeting for the update of the BBS checklist, BBS Manual, and flow charts. Take part in the ISO 9001 QMS auditing and tracking meetings. May carry out IQA and IA of advertised contracts as back up of IQA and IA reviewers.
10%	E	Participate in process improvement efforts. Produce Ad Hoc reports required for the CCA&QP office as needed.
5%	M	Acts for Branch Chief and attends various meetings as Office representative and perform special projects or assignments as directed by the supervisor.

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 staff position does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

1. Must have the knowledge and the ability to apply mathematical and physical sciences gained from a Civil Engineering education and transportation-related construction, design, and specification experience and practice.
2. Must have a thorough knowledge of Standard Specifications, Standard Special Provisions, Standard Plans, construction methods, materials, equipment, and the Plans Preparation Manual, familiarity with the State Contract Act, statutes, laws, policies, and practices relating to contract documents for transportation-related construction projects.
3. Must have the ability to review plans, specifications, and estimates (PS&E) prepared by other engineers and to identify technical inaccuracies and discrepancies. This requires independent review, study, and analysis that involve unique problems and solution identification.
4. Must have the ability to understand and convey technical engineering information both verbally and in writing.
5. Must have the ability to communicate problems as they arise during IQA reviews, reference comments with the BBS, and keep records of the discussion in the DCRD. Working knowledge of electronic data processing is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in contract quality standards could result in project delays, less competitive bids, protests from bidders, delays in the award process, or rejection of bids. This would result in increased costs due to re-advertisement of projects, construction delays and if delays are significant, a loss of transportation funds.

PUBLIC AND INTERNAL CONTACTS

This position regularly contacts Engineers in the Districts, Structures and other units concerning projects submitted to DES/ Program/Project Management & Office Engineer (PPM&OE). Occasionally has contact with private contractors to determine availability of processes or equipment that may be needed, and to ensure addenda or contract documents have been received. Also works with local entities to coordinate project delivery and advertising schedules.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit for prolonged periods using a keyboard and video display terminal. Sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must be able to communicate verbally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations, and recognize emotionally charged issues and problems. Must be able to apply approved disciplinary and

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interpersonal techniques to remedy personnel issues and conflict in the workplace.

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.

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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