

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D10 Construction 501, District 910	
WORKING TITLE Office Engineer	POSITION NUMBER 910-501-3135-XXX	REVISION DATE 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 the Area Construction Senior Transportation Engineer, incumbent performs various technical office tasks and occasionally some field task of average difficulty relating to transportation construction.

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)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Integrity)
- **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 - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Innovation, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - 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. (Safety, Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - 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, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
40% E	From an engineering viewpoint, the incumbent prepares, audits, and track costs on contract change orders, progress and final pay estimates, lump sum contract item payments, comprehensive field reports, miscellaneous correspondence, and contract acceptance with a recommendation to the licensed engineer in responsible charge. For the contract change orders incumbent will be required to make necessary calculations to justify money or time, perform drafting and engineering necessary in making revisions to contract plans, ensure contract change order is completed in accordance with specifications and State policies all under the direction of the Resident Engineer (RE) or licensed engineer in responsible charge. They will assist the Construction Engineer and RE with construction claims resolution and/or preparation of claims. Checks and reviews Critical Path Method (CPM) schedule for accuracy and acceptability and recommends appropriate action to RE of approval, rejection, or additional information needed.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

15%	E	Accumulates data from the Resident Engineers' and Assistant Resident Engineers' Daily Reports to determine working and non-working days chargeable to the Contractor. Enters data into a spreadsheet program and generates Weekly Statement of Working Days Reports for these contracts.
15%	E	Processes documents for Progress Pay Estimates, After Acceptance Estimates, Proposed Final Estimates and necessary support documents for these estimates. This includes reviewing and auditing quantity calculations done in field. Also includes reviewing progress lump sum contract item payment calculation for accuracy. Prepares Weekly Statement of Working days and/or reviews them and determines working and non-working days chargeable to Contract. Recommends deductions or retentions for Liquidated Damages, CPM schedule failures, SWPPP violations, late lane closer opening penalties, survey re-staking cost, or railroad flagging bills. Makes recommendations to Resident Engineer (RE) regarding if unsatisfactory progress deduction should be overridden due to pending time extensions or other circumstances.
10%	E	Ensures engineering integrity of construction projects including plan revisions, make engineering inspections as to quantity, quality and methodology; ensures compliance with plans and specifications; monitors contractor's work and progress; time-impact analysis; measures and records pay quantities; prepares daily reports. The incumbent's duties include analyzing the plans and estimates. The incumbent must interpret and enforce the State's requirements to ensure compliance with Specifications. Monitors contractor's operations to ensure compliance with safety orders, Labor Compliance, CPM, WSWD and Substitution of Sub-Contractor. Ensures that project construction conforms to traffic control, environmental, hazardous waste and storm water pollution prevention criteria.
5%	E	Reviews or analyzes field tests of construction materials including Quality Control/Quality Assurance (QC/QA) coordination and prepares or reviews reports pertaining to construction materials. Provides engineering comments/recommendations on those results. The tests will need to be performed according to the written standards. Evaluates correctness and completeness and inputs of QUALITY Control (QC) results. Assure compliance and verification with Quality Control/Quality Assurance (QAQA) specification for asphalt concrete and reports pay factor to Resident Engineer. Prepares Material Certificates.
5%	M	Assist with maintaining field office including duties project filing that needs to be done accurately and timely. Responsible to archive project documents once project had final estimate issued. May be expected to assist with record review and/or preparing records in the event of legal action.
5%	M	Makes frequent telephone and/or personal contact with the public, as well as with City, County, Federal and other State Agencies.
5%	M	Determines the priority to be given documents, interprets problems and questions as they relate to the functions of the Construction Field Office.

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

Normally this position does not supervise; however, the incumbent may be called upon to act in absence of the supervisor for a short duration, May act as lead worker to other staff. Position may have responsibility for functional guidance in training and assisting less experienced employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a complete knowledge of contract administration paperwork and documentation. Must be able to use and understand computers. Must have knowledge of the Construction Manual, Standard Specifications, and Special Provisions. Must be able to prepare reports and correspondence. Incumbent is required to have a moderate degree of analytical skill to determine if construction work meets specification requirements and to interpret plans and specifications correctly..

Incumbent should have knowledge of methods, materials, tools and equipment used in highway and bridge construction; scheduling; and safety practices. Incumbent is required to know methods of proportioning and handling Portland cement and asphalt concrete; testing of materials; principles and practices involved in utility relocation, environmentally sensitive areas, Storm Water Pollution Prevention Plans (SWPPP) and Cal/OSHA safety regulations. Incumbent must be able to calculate pay quantities on contracts and communicate effectively both orally and in writing. Personal computer (PC) skills are required. Must have the ability to make neat and accurate mathematical calculations and engineering notes; make sound decisions in the implementation of contract plans, specifications and various engineering activities; demonstrate the potential to assume progressive technician journey level responsibility; organize/arrange data to produce effective work products without repetitious direction; and possess interpersonal skills necessary to be an effective team member.

Knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering; stress analysis; mechanics; strength of materials; properties and uses of engineering materials; methods and equipment of engineering

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

construction; engineering economics; hydrology and hydraulics.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and failure to incorporate appropriate standards, requirements and policies into work product may result in expensive waste of time and materials, cause additional work and project delays, and could result in excessive construction contract claims. An error in decision, judgment, or the processing of estimates or other contract administration paperwork would result in errors in payment to contractors and/or providers of service under contract with the Department. Poor engineering recommendations made by incumbent could cause reduction of productivity. Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination. Must take effective action to avoid delays.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to communicate effectively with others including Department staff, technical/professional level staff of outside agencies, contractor's personnel and members of the public regarding construction projects. Has frequent contact with private contractors, Resident Engineers and their staff, and other branches, both District and Headquarters, to provide a coordination of effort in processing estimates, payments and other documents that are handled by the Construction Field Office. Incumbent must be able to communicate effectively with Contractor's personnel, property owners and internal personnel. Good communicative skills are essential in carrying out the duties. Must be able to guide teams to an issue resolution and be able to build consensus within the team.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work on uneven ground, climb, lift, carry, bend, squat, kneel, crouch, reach, pull, push, grasp, sit, stoop, crawl, and repetitive use of extremities. Must be able to transport variety of objects that are less or equal to 40 pounds. Hardhat and safety vest or approved safety shirt must be worn at all times in the field, no exceptions. May be required to sit for long periods of time. May be required to stand for long periods of time.

Must be able to organize and prioritize. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete complex task or projects with short notice. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Use of computers and other various office equipment is required.

A valid drivers license is required when operating a state owned or leased vehicle.

WORK ENVIRONMENT

Job will have exposure to night work, field work, earthwork, paving operations, lab work, fog, weather conditions, chemicals, lab conditions, equipment, machinery, heat, cold, dust, gas, fumes, outdoor conditions, indoor conditions, humidity, and high decibels of noise. Hardhat and safety vest or approved safety shirt, and eye protection must be worn at all times in the field, no exceptions. Incumbent must work with a variety of materials including testing equipment. While at the Construction office employees will normally 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.

Workload may subject employee to night work, flexible hours, frequent changes of shift, frequent changes of work hours and workdays, and geographic transfer. Travel is required. A valid California Drivers License is required when operating a state owned or leased vehicle. Incumbent may be required to travel on short-term and/or long-term expense. Vacations may be restricted during peak times. Overtime may be required.

All Transportation Engineers hired by Caltrans after May 19, 2000 will be required to participate in the mandatory "Transportation Engineer Rotation Program". The rotation program consist of 9 months Construction Work, 9 months Design Work, and 6 months in an Elective Assignment(s). The rotation length and assignment will be based on workload needs and could take place anywhere within Central Region Construction. The rotation program is a key element in the development of our new employees and allows them to be assimilated into the Caltrans workforce much quicker and to be more productive.

In addition, to the Transportation Engineer Rotation Program, incumbent may be required to go on loan to other functional units during the winter months, when there is excess staff, or staffing needs in another area, etc.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.