

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 04 / Construction / District Office Engineer	
WORKING TITLE Duty Senior	POSITION NUMBER 904-501-3161-XXX	REVISION DATE 01/12/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general supervision of a Supervising Transportation Engineer, the incumbent serves as the District focal point for contracts being advertised through the Office Engineer under the Division of Engineering Services (DES-OE). Serves as Bid Inquiry Engineer who performs, assigns, schedules, directs and controls work within the assigned area. General duties include weekly tracking and dissemination of advertised contracts and their changing statuses, coordination and posting of bidder inquiries & responses, advanced notice and coordination with District Office Engineer concerning contracts which appear to be particularly problematic, downloading and distribution of bid results after each bid opening, consultation & coordination with the designers of new contract award systems (currently AASTHOWARE), and analysis of bids with an eye toward identifying risks being passed through to field construction.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Collaboration, People First)
- **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 - Collaboration, Integrity, 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. (Climate Action, Prosperity, Employee Excellence - Collaboration, Integrity)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Workforce Management**: Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Climate Action, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Business Acumen**: Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Prosperity, Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

50%	E	Responsible for and supervises staff to perform bid analysis and communicate risks to management and stakeholders. Performs the duties of the Bid Inquiry Engineer for all issues related to bid inquiries received by the District Construction branches. The responsibility of the Bid Inquiry Engineer includes: providing technical information using the Basic Engineering Estimating System (BEES) and SCOPE database for prospective bidders on complex advertised projects obtained from plans, specifications, estimates, and material information handouts; provides necessary consultation with bidders and appropriate Department employees from Project Development, Engineering services, Office of Structures, TransLab, Office Engineer and other Caltrans branches; reviews bid proposals, identifies, identifies significant errors and omissions from plans due to incompleteness, conflicting information, and other identified problem areas in the bid proposal, determines the constructability of project, and ensures appropriate timely addenda are made through Project Development.
25%	E	Coordinates bidder inquiries and design responses with other functions concerning plans, specifications, and construction methods. Supervises staff to review Designer responses to inquiries with the online DES-OE Bidder Inquiry system. Develops and implements Construction policy.
10%	E	Oversee the work of staff to download, convert and distribute bid opening results to all team members in Management, Project Management, Design, and Construction. Track contract statuses from Ready-to-List (RTL) to award.
10%	E	General supervision of Duty Senior Staff. Assures uniform district construction strategies. Assures that the practice of civil engineering on projects complies with the Professional Engineer's Act.
5%	M	Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope of the office as required.

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 provides general supervision over engineering and administrative classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Duty Senior must have knowledge and experience in construction project administration and must be able to fully understand all phases of program management. The incumbent of this position must possess extensive engineering knowledge, particularly construction engineering and management ability, knowledge of transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision. Good verbal and written skills are necessary. Excellent communication skills are needed because of the complex issues involved. The ability to act independently in carrying out all responsibilities is also required.

Incumbent must possess extensive analytical ability. Must be able to interpret and review specifications and plans to determine whether they are workable during the construction phase; to determine whether they are appropriate, and have thorough construction scheduling abilities, and other skills necessary to evaluate and respond to bid inquiries.

The District 4 Construction Duty Senior must have the ability to read and understand highway plans involving difficult and complex engineering work., must have the ability to write complex, inter-coordinated special provisions, must be proficient in the use of Microsoft Word & Excel programs, must be able to communicate both written and verbally, must be very familiar with Caltrans Design and Construction Standards, must be able to look up & reference issues in the Design and Construction Manuals when questions arise, must have a thorough knowledge of the Standard Specifications and typical Special Provisions, have a thorough knowledge of typical pay clauses, should have a thorough knowledge of Project Development procedures, should have a thorough knowledge of Drafting Standards, should have a general knowledge typical highway construction sequences, should have a thorough knowledge of typical problem areas within highway contracts, and should have a thorough knowledge of District 4 and DES-OE organization and functions.

Incumbent should be able to recommend complete, well thought out alternative courses of action once problems are encountered during supervision of the preparation of designs, plans, quantities, specifications, and construction drawings involving difficult and complex engineering work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the timely planning, directing and reviewing of the construction bid inquiry issues and makes recommendations and decisions on complex engineering situations. Errors could result in a delay to the District's construction programs and in turn result in increased construction costs, loss of Federal funding, litigations, and adverse public relations for

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

the Department.

The incumbent judges the recommendations of other functions, concerning plans, specifications, and construction methods. Poor recommendations may result in poorly designed projects that would unnecessarily add to the costs of construction projects.

PUBLIC AND INTERNAL CONTACTS

Public and internal contacts are an integral part of the duties. The incumbent makes personal and telephone contacts with Federal, State, regional and local agencies, contractors, and the general public. Internally, the incumbent makes continuous verbal and written contacts with the Resident Engineer, Construction staff, Structures Construction, and other branches within the District and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to work on a keyboard; manual dexterity; sitting for long periods; may be required to move large or cumbersome reports from one location to another; ability to focus for long periods of time.

Mental requirements: Must grasp the essence of new information and master new technical and business knowledge; must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation, enable others to acquire the tools and support they need to perform well, develop new insights into situations and applies innovative solutions to make organizational improvements.

Emotional requirements: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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