

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

**CURRENT / PROPOSED**

CLASSIFICATION TITLE Sr Bridge Eng	OFFICE BRANCH/SECTION 59 / Division of Engineering Services / Structure Construction	
WORKING TITLE Bridge Construction Engineer (Supervisor)	POSITION NUMBER 559 – 548 - 3185 - 009	REVISION DATE 03/18/2025

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

**GENERAL STATEMENT:**

This position reports directly to a Supervising Bridge Engineer in Division of Engineering Services (DES) / Structure Construction (SC). The incumbent is responsible for and manages a staff of engineering employees on multiple structure projects while managing field staff on smaller structure projects.

**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 - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity, Employee Excellence - Collaboration, Innovation, Integrity, 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. (Employee Excellence - Collaboration, Equity, 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. (Equity, Employee Excellence - Integrity, 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. (Equity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, Integrity)
- **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, Pride)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Collaboration, Equity, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	Provide expertise as needed on structure issues within your area. Resolve contract disputes and issues by determining the intent of the Special Provisions, Project Plans, Revised Standard Specification, Standard Specifications, Revised Standard Plans, Standard Plans and other supplemental project information, to reduce or eliminate project delays and claims.
25%	E	Assign and supervise the work of all Transportation Engineer Civil Range A-D, Associate Bridge Engineers, Associate Materials and Research Engineers, and Transportation Engineering Technicians, on projects within the assigned area. Conducts required staff safety meetings at least every 10 days.

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25%	E	Ensure field construction records are adequate and accurate; that projects are properly staffed, resourced and scheduled; review change orders (COs), and see that public contacts addresses by the Structure Representatives are being properly handled. Ensure employees are adhering to the Caltrans Injury and Illness Prevention Program (IIPP) and Cal/OSHA requirements.
10%	E	Act as a liaison between the Structure Representative on construction projects and Structure Construction Headquarters, Districts, Structure Design, Transportation Laboratory and various other State and outside agencies.
5%	M	Review plans and specifications for upcoming projects. Participate on project delivery teams, technical teams, and technical committees. Develop and deliver training.
5%	M	Periodic review of projects as work progresses to assure compliance with plans and specifications, structural adequacy of temporary structures used for construction, and public and employee safety.

<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**

Receives general direction from a Supervising Bridge Engineer and is responsible for the supervision of 8-12 staff within their geographical area of responsibility. Responsible for independent actions as projects are geographically located at construction sites away from the Headquarters Office.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possession of a valid Driver's License is required when operating a state or personal vehicle on official business in performance of their duties driving to various field locations as required. Possession and maintenance of a valid certificate of registration as a Civil Engineer in the State of California. A thorough knowledge of methods of design and construction of various types of bridge and transportation related structures; materials, methods and equipment used in construction of structural work. Knowledge of the economics of structure design and constructions, contract administration and laws and codes governing construction by contract. Ability to plan and direct the work of others; analyze situations accurately and adopt an effective course of action; prepare clear and concise written correspondence, and reports, articles for publication, and address an audience effectively. Ability to analyze and develop solutions for difficult technical and administrative problems relating to construction work. Develop new construction techniques and materials. This position requires knowledge of stress analysis, strength, properties and uses of construction materials; mathematics as applied to civil engineering; methods, materials and equipment used in construction and maintenance of transportation structures; surveying and the methods of proportioning and handling Portland cement concrete. Must be able to use and reference the Bridge Construction Records & Procedures, and other Structure Construction (SC) manuals, and the Construction Manual, and Caltrans Safety Manuals.

Must have a working knowledge of and the ability to follow and apply the information contained within the Director's Policy and Deputy Directives applicable to SC. Must be proficient in the use of Excel, MS Word and other engineer related computer programs and software. Must have a basic knowledge in the use of Access and VISION. Must have the ability to develop and deliver training to a group.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent will be responsible for ensuring the administrative integrity and technical control of structure work. Must be able to recognize construction problems and take appropriate action. Incorrect decisions could result in delayed project delivery, structural failure, substantially increased costs to the State or loss of life.

Incumbent is responsible for the safety of assigned employees and verifying that contractors are fulfilling their responsibility for public safety. Incorrect decision could result in loss of life.

**PUBLIC AND INTERNAL CONTACTS**

Exercises wide latitude for project related contacts with Structure Design and Maintenance, Headquarters Units, Districts, public and private agencies, and contacts. Incumbent must be able to establish and maintain open communication with those contacted during the course of work. Will confer routinely with contractor's management staff, in order to resolve problems relating to the terms of the contract, representatives from other State and public agencies and the general public.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Ability to develop and maintain cooperative working relationships; respond to difficult situations, recognize emotionally charged issues and problems and validate the various responses. Incumbent must be able to climb steep inclines and perform work from heights which may be over 100 feet above ground or water. Must be able to sit while driving for long periods of time. Must be able

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to carry and/or use field engineering equipment such, but not limited to surveying equipment, concrete testing equipment (including air-meter and Kelly ball) and equipment for testing smoothness (including a prolifograph). Hearing and sight are both essential to job performance because the engineer must be able to hear directions, traffic and equipment and must see to perform his/her duties safely. Corrected hearing is acceptable. Sight must be corrected to the State of California, Department of Motor Vehicles standards for safely driving a vehicle. Night vision must be good for safety when working after dark. Incumbent must be able to walk, stand or sit for long periods of time. Other physical requirements of the job include the ability to lift and/or carry 50 pounds or more, reaching overhead, pushing or pulling, twisting, climbing, balancing, bending, crouching, squatting, crawling, and fine manipulation.

**WORK ENVIRONMENT**

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. In the office setting, must be able to walk, stand or sit for prolonged periods of time. As a statewide organization, DES adjusts to periods of fluctuation workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork. May be exposed to loud noises, dust, dirt, uneven surfaces, extreme temperatures, noise, vibration, odor chemicals, extreme weather conditions and sunlight while out in the field. May be required to work in a wide range of sometimes extreme weather conditions, including heat up to 120 degrees, cold as low as 15 degrees, strong winds, rain, sleet or snow. Incumbent may be required to work on urban roadways at night under artificial light. Work consists of five. eight-hour days. Travel, overtime and/or night work may be required. May work around bulky/heavy materials and equipment used in t the vicinity of inspection areas. May also be exposed to the motoring public. Extensive travel may be required; therefore, incumbent must be able to travel using a car or commercial transportation. Regular and punctual attendance is required. DES employees may be given temporary assignments on DES projects throughout the State as workload demands. Personal safety requirements include:

- Work boots, in good & sturdy condition, must be worn to provide foot & ankle support & protection.
- Either long or short-sleeved shirts & a safety vest, must be worn on or around the job site.
- Long pants must be worn on or around the job site. No shorts or cut-offs are permitted.
- Provided safety gear (i.e., hard hats, safety glasses, safety vests, hearing protection devices, gloves, respirator & other safety gear) must be worn when required by the Department.

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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