

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Bridge Engineer	OFFICE/BRANCH/SECTION DES/SES/Office of Transportation Architecture	
WORKING TITLE Office Chief	POSITION NUMBER 559-220-3184-006	REVISION DATE 12/17/2025

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

GENERAL STATEMENT:

This is a management level position with responsibility for project delivery of plans for buildings and other transportation-related structure projects for Caltrans. Under general direction of a Principal Bridge Engineer, the Supervising Bridge Engineer oversees a design office that handles architectural, structural, and aesthetics design. Coordinates these units within the Office of Transportation Architecture and other DES offices, as well as with Caltrans units (Districts, Construction, Maintenance). Ensures timely delivery of project initiation documents, PS&E, and design support during construction for buildings and transportation projects. May also act as an assistant to the engineer in charge of a functional area performing structure engineering work in the field or on a complex project or research study, and other work-related duties.

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

CORE COMPETENCIES:

As a Supervising Bridge Engineer, 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Collaboration, Stewardship)
- **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. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Pride)
- **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. (Prosperity, Employee Excellence - Collaboration, People First, 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. (Safety, Prosperity, Employee Excellence - Collaboration, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Prosperity, Employee Excellence - Collaboration, People First, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Prosperity, Employee Excellence - People First, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Stewardship)

TYPICAL DUTIES:

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

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45%	E	Oversees a design office that handles architectural, structural, and aesthetics design. Coordinates these units within the Office of Transportation Architecture and other DES offices, as well as with Caltrans units (Districts, Construction, Maintenance). Ensures timely delivery of project initiation documents, PS&E, and design support during construction for buildings and transportation projects.Oversees the resolution of project issues by engaging staff, SES DDC, project development teams, specialists and others as appropriate.
30%	E	Oversees the development and updates of policy and technical materials to improve staff training, product quality, efficiency, and delivery timeliness. This includes integrating BIM, Quality Management processes and developing Key Performance Indicators to measure training and project delivery effectiveness.
15%	E	Collaborates with District Project Managers and design staff to define and manage project scope, cost, schedule, and risks at all phases of the project development process. Must discuss building design issues with district partners to find suitable solutions for transportation facilities.
5%	E	Responds to staff work requests from the Deputy Division Chief (DDC) of Structure Engineering Services (SES) and provides project status updates as requested by CT Leadership.
5%	M	Offers specialized services to Bridge Design, Structure Construction, Maintenance, Districts and other Caltrans units as needed.

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
Directly supervises, manages and leads senior level engineers and architects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have a valid California civil engineer license and a degree in civil engineering. Knowledge of Caltrans policies, bridge and building design, maintenance, and construction is required. Must be able to lead a multi-disciplinary team, analyze situations, and write clear reports. Familiarity with ISO 9001 Quality Management System is essential. Responsibilities include setting design policies, budgeting, and managing employee relations. Must accurately analyze situations, initiate technical correspondence, prepare comprehensive reports, and address audiences effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent follows Departmental and Division policy. As Office Chief, they are responsible for the output of all units, ensuring scheduling commitments are met. They work with branch chiefs and staff to improve efficiency, implement innovative and cost-effective solutions, and take appropriate risks. Poor judgment can lead to significant cost increases or structural failures.

PUBLIC AND INTERNAL CONTACTS
Develops and maintains partnerships with other headquarters and district functions, local governments, state and federal agencies, contractors, vendors, and industry representatives. May speak publicly on transportation project impacts. Coordinates with District, Headquarters, and DES staff as needed. Meets with Design, Construction, Maintenance and District staff to resolve issues and enhance product quality. Engages with relevant vendors, contractors, and industry representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Mental requirements include sustaining activity for report writing, problem solving, analysis, and reasoning. Emotional requirements involve maintaining cooperative relationships, handling difficult situations, recognizing emotional issues, acknowledging responses, and resolving problems. The incumbent may need to sit for long periods using a keyboard and screen and occasionally lift or carry up to 30 lbs. of portable equipment.

WORK ENVIRONMENT
The incumbent will work in a climate-controlled office with artificial lighting but must travel for fieldwork, encountering dirt, uneven surfaces, extreme temperatures, noise, vibration, and odors. They may handle heavy materials and equipment and be exposed to traffic. DES, as a statewide organization, may reassign employees to projects across the state and expects them to plan for and respond to emergencies when needed.

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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.

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