

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D3/NR Project Development - Office Engineer - Marysville	
WORKING TITLE Specification Engineer (Civil)	POSITION NUMBER 903-201-3135-XXX	REVISION DATE

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 District Office Engineer Branch Chief, a Senior Transportation Engineer, the incumbent will prepare specifications, special provisions and non-standard special provisions; perform quality assurance (QA) review of plans, specifications, and estimates (PS&E); participate in "pre-P&E to DOE" (M300) activities and prepare and process complete PS&E package, complete various forms and enter database information for submittal to the Division of Engineering Service Office Engineer (DES-OE).

Incumbent will train new staff in the Office Engineer process and perform support duties involved with the preparation of various engineering reports, cost estimates and value analysis reviews. Incumbent must work independently and as a team member during the project development process. Possession of a valid California Drivers License is required when operating a state owned vehicle as travel may be required. Registration as a California Professional Civil Engineer is required when range D.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation, Pride)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, Pride)
- Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Integrity, People First)
- 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 - Innovation, Stewardship)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Integrity, Pride)
- 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 - Collaboration, Integrity, 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, People First)
- Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Pride, Stewardship)
- 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 - Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Prepare special provisions and specifications for State Major Capital Improvement and Minor transportation projects designed by Caltrans or Consultants. Obtain approval to use existing non-standard special provisions, prepare new non-standard special provisions and obtain approval as required. Help maintain and update North Region nonstandard special provision (NSSP) database. Circulate draft P&E. Resolve and respond to draft PS&E circulation review comments as well as constructability review comments related to specifications. Transfer and store project files and information at Office Engineer process milestones in the Office Engineer folder of the North Region Project Development project filing system (P: Drive) and update DES-OE AADD database information as required. Monitor and meet project scheduled milestones on assigned projects.
25%	E	Review engineering documents, reports, plans, estimates and other engineering related information for projects providing quality assurance. Plans included but not limited to layouts, profiles, typical sections, title sheets, superelevation diagrams, drainage, construction details, grading, utilities, traffic striping, stage construction, detours, and quantities as well as the incorporated plans, specifications and estimate from DES and other functional divisions providing independent quality assurance with regards to the PS&E. Review, understand, and apply Caltrans standards, manuals, guidelines, policies and directives to project reviews and the development of the specifications to provide quality assurance. Review for consistency in accordance with QC/QA checklists, Drafting and Plan Preparation Manual, Best Bid Standards Guide and Construction Contract Development Guide. Verify construction work shown is consistent, accurate and clearly defined through the plans, standard specifications, special provisions, nonstandard special provisions and construction cost estimate.
15%	E	Coordinate with Design Branch and other functional units for PS&E required submittals, certifications, informational handouts and other related activities leading to a biddable and buildable project. Prepare and process a complete PS&E package consisting of a full, complete and accurate set of plans, specifications, estimates and supplemental information as well as the accurate completion of various submittal forms and database entries for submittal to the Division of Engineering Service Office Engineer (DES-OE). The preparation of the PS&E package may include preparing specifications for, but not limited to, layouts, profiles, typical sections, title sheets, superelevation diagrams, drainage, construction details, grading, utilities, traffic striping, stage construction, detours and quantities. Incorporate plans, specifications and estimate from DES, the District electrical specifications engineer and other functional divisions.
15%	E	Provide support and participate in M300 Engineering Services Branch pre-P&E project review activities prior to the submittal of the project plans and estimate to District Office Engineer. Provide support as needed to various functional units. Provide construction support by responding to construction questions. Provide support with the preparation of various engineering reports, cost estimates and value analysis reviews. Respond to bidder inquiries and prepare contract addenda. Review bid summaries prior to contract award. Train new staff in the Office Engineer process.
5%	E	Monitor quality and performance measures related to plans and estimates submitted to Office Engineer. Document recurring QC/QA issues and coordinate outreach and corrective action with the NR design units and Engineering Services constructability unit.
5%	E	Effectively communicate and coordinate the efforts between Design Branch members, other functional units, project development team members, Headquarters, other agencies, and the public to provide recommendations on the plans, specifications and estimate.
5%	M	Prepare and/or assist with other North Region engineering reports and bulletins as directed. Attend and participate in Caltrans sponsored staff and project related meetings, trainings, workshops, job-related special assignments and other career development activities.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent will not supervise staff but may be delegated by the supervisor to act as a lead worker on assigned tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the preparation of highway plans, specifications and estimates as well as the computer-aided design and drafting systems required to complete a project.

Knowledge of transportation engineering principles including geometric design, construction methods and practices, materials, tools and equipment used in construction of transportation facilities, construction contract administration, operations and maintenance, transportation economics and financing, project management concepts, and environmental regulations, factors that influence the development on transportation facilities on the environment, the community and the economy.

Ability to review, interpret, analyze and understand field data, drawings, construction standards, contract plans, specifications and cost estimates including but not limited to highway layouts, profiles, typical sections, title sheets, superelevation diagrams, drainage, construction details, grading, utilities, traffic striping, stage construction, detours and quantity summaries.

Ability to work independently and in group settings, learn quickly, analyze situations, use electronic computers, scanners, printers and State software necessary to perform work duties; facilitate project related meetings; conduct effective presentations; prepare and review correspondence and reports; make basic civil engineering related calculations, and develop knowledge base to increase abilities as a specifications engineer and reviewer.

Ability to communicate tactfully and effectively both verbally and in writing with a variety of people with different backgrounds, experiences and attitudes; establish and maintain professional and cooperative relations to work effectively with interdisciplinary project teams, other engineers and delineation personnel to identify and resolve project issues.

Analytical Requirements: Ability to analyze technical information accurately for simple and complex transportation projects; identify potential conflicting data/information and adopt an effective course of action to resolve the conflict; track multiple project schedules to determine appropriate level and timing of project reviews and work; recognize engineering issues that require prompt analysis and an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Be accountable to the Senior, Office Chief, Division Chief, and District Director for professional reviews and work product. Omissions in the Special Provisions, Standard Specifications, Plan and/or the Estimate could lead to unnecessary change orders, claims, and delays. Errors in judgment or decisions could affect public safety, affect environmental quality, cause project delay, and result in a design product of lesser quality, excessive cost for project construction or result in tort liability for the Department. Incumbent is responsible for timely completion of quality work while following established policies, procedures and guidelines including the proper use of State equipment.

PUBLIC AND INTERNAL CONTACTS

Routine contact by phone, email or in person with District, Region and Headquarters Caltrans personnel, contractors, engineering consultants, developers, representatives from other government agencies, the public, and industry representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long and short periods of time using a keyboard and a mouse (fine manipulation), view a video display terminal and use a telephone. Incumbent is subject to sit, stand, kneel, stoop, bend, walk, drive, write (simple grasping), and lift files.

Incumbent may be required to master new technical knowledge, complete projects with short notice, adapt to changes in priorities, accommodate project changes, review lengthy reports, organize files, prioritize workload, adhere to procedures, solve problems, analyze data, perform research, meet deadlines, be responsive to job-related inquiries and provide accurate and factual information.

Incumbent will be required to interact with other people in a cooperative, congenial and tactful manner to maintain professional working relationships, work under pressure, deal with difficult or irate people, and maintain focus during difficult situations to effectively accomplishing tasks.

WORK ENVIRONMENT

While at their base of operation in an office setting, incumbent will work in a climate-controlled office under artificial light except for occasional field trips to project sites where the incumbent will be exposed to traffic, dirt, noise, water, uneven surfaces, and extreme heat or cold.

ADA Notice

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Travel to local or out-of-town locations to attend meetings, project sites, training or workshops may be required. Periodic overtime and overnight travel may be required. Travel may require the use of State supplied vehicles that vary in size. Possession of a valid California Drivers License is required when operating a state owned vehicle. While at their base of operation in an office setting, incumbent will work in a climate-controlled office under artificial light except for occasional field trips to project sites where the incumbent will be exposed to traffic, dirt, noise, water, uneven surfaces, and 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
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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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