

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                                                         |                                                                                |               |
|---------------------------------------------------------|--------------------------------------------------------------------------------|---------------|
| CLASSIFICATION TITLE<br>Transportation Engineer (Civil) | OFFICE/BRANCH/SECTION<br>D12 / Project Delivery / Office of Construction Field |               |
| WORKING TITLE<br>Assistant Resident Engineer            | POSITION NUMBER<br>912-300-3135-077                                            | 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 a Senior Transportation Engineer or Construction Engineer, the Transportation Engineer (Civil) performs a wide variety of professional engineering work in a construction office and/or field setting and inspects progress of the work to assure compliance with contract plans and specifications on all phases of highway construction. This will include assisting the Resident Engineer with administering construction contracts, inspection of contractor's operations, preparation of change orders, claims responses, review of Critical Path Method Schedule, attend and/or conduct various project meetings, closeout of claims and contracts, works on minor, major and/or emergency projects throughout the District. Incumbent assures appropriate measurement and payment is made and that project documentation is completed in accordance with departmental policies and procedures.

Incumbent may be required to work nights, weekends and holidays. Lifting of objects up to 25 pounds may be required. Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.

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. (Safety, Equity, Climate Action, Employee Excellence - Equity, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Employee Excellence - Innovation, Integrity, 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. (Safety, Equity, Employee Excellence - Equity, Innovation, Integrity, 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. (Safety, Equity, Climate Action - Innovation, Integrity, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action - Equity, 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. (Safety, Equity, Climate Action - Innovation, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>      Job Description

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|-----|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% | E | Performs inspections to assure compliance with contract plans and specifications. Has direct and daily contact with Contractors, developing workable and effective solutions to field issues and contract deficiencies. Performs the inspection of contractor's work to assure compliance with contract plans and specifications in all phases of contract construction (e.g., traffic control, paving, grading, earthwork, drainage, sewer structures, utility relocations, electrical installations, sign installations, storm water protection plans, and landscaping items). Assists the Senior Transportation Engineer and Resident Engineer in resolving contractor disputes and in administering the claims process. Reviews and responds to contractor's correspondence and inquiries, conducts/attends contractor's weekly status meetings and biweekly safety meetings, coordinates with partnering agencies, participates in project's partnering process, generates award applications, weekly statement of working days and other required forms. Maintains complete, accurate and timely project records, performs quantity calculations for all various phases and prepares progress pay estimates. Coordinates with various functional units for support during construction, participates in kickoff and closeout meetings, confers with contractors regarding compliance with plans and quality of work and construction activity. Prepares daily reports of the work including documenting conversation and other items that affect the work. |
| 40% | E | Assist the Senior Transportation Engineer and Resident Engineer to administer construction contracts. Generates subcontractor requests and other required forms. Assist the Resident Engineer to assess, prepare, and manage contract change orders; reviews the contract's Critical Path Method schedule ensuring it is in compliance with project work and progress; reviews shop drawings and performs constructibility reviews for proposed projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 15% | E | Maintains accurate and complete project records and ensures compliance with departmental policies and procedures. Reviews and process as-builts. Oversee office and field equipment. Processes contract administration documents, performs calculations, sorting, filing, photocopying, and other related duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5%  | M | Reviews and comments on Departmental current and draft policies relating to safety, engineering, and construction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

<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

This position does not supervise, but may be assigned to act in a Lead capacity. In the absence of a Resident Engineer, may be called upon to act as a Resident Engineer for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have demonstrated knowledge of the Department's construction administration process, policies and procedures; technical knowledge of all phases of construction, of materials and methods used, the ability to interpret plans, specifications, and estimates, and other Department resource materials; ability to inspect construction work and determine whether it meets contract requirements. Incumbent must be able to speak and write effectively, evaluate situations accurately, take effective action, and deal tactfully on sensitive and controversial matters, negotiate and communicate effectively with Contractors, State and external personnel regarding performance and safety issues; ability to prepare comprehensive reports and correspondence; ability to develop and choose from alternative courses of direction; ability to travel to and work at construction sites throughout the district and during all shifts; ability to see and maintain alertness to the environment day and night is critical. Incumbent is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to effectively make decisions concerning work in progress and in solving assignment related concerns and issues. Work must be performed in an accurate, organized, and timely manner, Failure to handle implementation and administrative issues properly as they arise could result in the unnecessary payment of large claims to the contractor and/or delay in contract completion. Improper management of resources and lack of quality assurance would result in loss of funding and poor delivery to the public.

PUBLIC AND INTERNAL CONTACTS

This position requires continuous written and oral communication with the supervisor, the contractor, design engineers, Resident Engineers, the District's Public Information office, other internal units, and external partners. Incumbent must provide high quality service and establish and maintain courteous and cooperative relations with those contacted in the course of work.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to access construction sites on a daily basis; must possess the ability to transport a variety of objects, lift and carry up to 25 pounds. Incumbent will be required to work extended, night and weekend work shifts on a routine basis. Possession of a valid driver's license is required when operating a vehicle. Incumbent may be required to sit for long periods using a keyboard and video display terminal; sustain mental activity for analysis and reasoning. This position requires work at project field sites, travel locally or to other areas of the state. May include walking on uneven ground, bending, stooping, and kneeling. Incumbent may be exposed to construction dust, dirt, noise, inclement weather, and live traffic. Incumbent must be able to sustain mental activity to write reports, resolve politically sensitive problems, manage diverse field issues, deal with complex problems, perform audit of man-hours worked, identify equipment/supplies used, problem solve, analyze and develop solutions to field issues and take the initiative to effectuate corrective action; have the ability to develop and maintain cooperative working relationships; consider the needs and perspectives of others; respond effectively to changing and difficult circumstances; and communicate to foster a team environment.

WORK ENVIRONMENT

The incumbent will work in a construction site and field office, and may be required to travel locally, and occasionally, to other areas of the state for training or project meetings. Workload will subject incumbent to frequent night work, frequent changes in work shift, frequent changes of work hours and workdays. Project assignments can be anywhere in District 12, Orange County. Incumbent will be exposed to various work environments, including outdoor traffic, sun, wind, rain, dirt, noise, uneven surfaces and extreme hot or cold during field inspections; in such instances, appropriate safety equipment will be provided. Field office work environment is typically a climate-controlled office. The incumbent may sit for long periods of time while using a keyboard and video display terminal. The hours of scheduled work will be at the discretion of the Senior Transportation Engineer and/or based on organizational needs and construction work schedule. Overtime and/or weekend work may be required. Incumbent will be required to use State issued cell phone and vehicle responsibly in conformance with the Department's policies, and respond timely during duty hours and provide after hours contact information to their supervisors for purposes of emergency response as it relates to their construction projects. Incumbent may be called back to the worksite after incumbent has completed the regular shift. Vacations may be restricted during peak times.

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 |
|------------------------|------|