

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Bridge Engineer	OFFICE/BRANCH/SECTION 56/SM&I/Office of Bridge Asset Management	
WORKING TITLE Chief of the SM&I Office of Bridge Asset Management	POSITION NUMBER 913-625-3184-002	REVISION DATE 09/01/2026

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

GENERAL STATEMENT:

Under the general direction of the State Bridge Maintenance Engineer and Deputy Division Chief of Maintenance for Structure Maintenance and Investigations (SM&I), a Principal Bridge Engineer, the incumbent is Chief of the SM&I Office of Bridge Asset Management and, as such, provides supervision, leadership, guidance, assignments, training, performance monitoring and quality control for the following functions of the office:

- 1) Advise and assist the Caltrans Districts in accordance with the SM&I Bridge Program Advisor Manual on the development, programming, prioritization, coordination and management of projects funded by the Highway Maintenance Program (HM3 Bridge) and the State Highway Operation and Protection Plan (SHOPP), including Director's Orders, to address the structure maintenance work, i.e. preservation, repair, rehabilitation and replacement, needs for in-service highway bridges and tunnels on the State Highway System (SHS);
- 2) Manage the HM3 and Bridge SHOPP programs, and the Service Level Agreement (SLA) with the Division of Engineering Services (DES) for personnel services and operating expenses for support of HM3 projects.
- 3) Manage the safety inspection, structural condition assessment, load rating and National Bridge Inventory (NBI) data, and maintenance work recommendations from the statewide inspections of in-service state and local highway bridges performed by SM&I and its delegates in accordance with 23 Code of Federal Regulations (CFR) Part 650 Subpart C National Bridge Inspection Standards (NBIS);
- 4) Manage the safety inspection, structural and functional system condition assessment, load rating and National Tunnel Inventory (NTI) data, and maintenance work recommendations from the statewide inspections of in-service state and local highway tunnels performed by SM&I and its delegates in accordance with 23 CFR Part 650 Subpart E National Tunnel Inspection Standards (NTIS);
- 5) Manage the safety inspection, structural condition assessment and inventory data, and maintenance work recommendations from the statewide inspections of in-service state highway overhead signs performed by SM&I;
- 6) Maintain and enhance the application software programs containing the safety inspection, condition assessment, load rating, and inventory data, and maintenance work recommendations for bridges, tunnels and overhead signs;
- 7) Develop and maintain quality control procedures that are intended to maintain the quality of bridge/tunnel inspections and load ratings at the levels specified in the national and state standards, specifications, policies and procedures;
- 8) Develop and maintain the SM&I Bridge Program Advisor Manual;
- 9) Perform administrative support for all SM&I offices;
- 10) Perform quality assurance for bridge painting statewide.

The incumbent also assists and substitutes for the State Bridge Maintenance Engineer with any delegated duties, as needed.

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 - Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Pride)
- **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. (Climate Action - 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. (Prosperity - Integrity)
- **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. (Employee Excellence - Innovation)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity - Equity)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹		Job Description
25%	E	Perform, or cause to be performed, the following functions: 1) Advise and assist the Caltrans Districts in accordance with the SM&I Bridge Program Advisor Manual on the development, programming, prioritization, coordination and management of projects funded by HM3 and SHOPP, including Director's Orders, to address the maintenance work, i.e. preservation, repair, rehabilitation and replacement, needs for bridges and tunnels on the SHS; 2) HM3 Program Manager responsible for the programming and funding of preservation and repair projects for bridges and tunnels on the SHS; and the SLA with DES for personnel services and operating expenses for support of HM3 projects. 3) Bridge SHOPP Program Manager.
15%	E	Perform, or cause to be performed, the following functions: 1) Manage the safety inspection, condition assessment, load rating and inventory data, and maintenance work recommendations for bridges, tunnels and overhead signs. 2) Manage the safety inspection, condition assessment, load rating and inventory data, and maintenance work recommendations for bridges and tunnels in emergency response situations, including: support for the SM&I Bridge Emergency Response Center (BERC), District Emergency Operations Centers (EOCs) and Department Operations Center (DOC); emergency response database and tracking tools; emergency project coordination and program support for Director's Orders.
15%	E	Perform, or cause to be performed, the functions to maintain and enhance the application software programs containing the safety inspection, condition assessment, load rating, and inventory data, and maintenance work recommendations for bridges, tunnels and overhead signs, including but not limited to the following current applications and future equivalents: Structure Maintenance Automated Report Transmittal (SMART); AASHTOWare BrM; Inspection Anywhere; Bridge Inspection Records Information System (BIRIS); BMap; BView; and PMap.
15%	E	Perform, or cause to be performed, the following functions: 1) Develop and maintain quality control procedures and training that are intended to maintain the quality of bridge inspections and load ratings at the levels specified in: NBIS; Specifications for the National Bridge Inventory (SNBI); Manual for Bridge Evaluation (MBE); Manual for Bridge Element Inspection (MBEI); National Bridge Inspection Program (NBIP) Compliance Review Manual; Movable Bridge Inspection, Evaluation and Maintenance Manual; SM&I Procedures Manual; Caltrans Bridge Element Inspection Manual; SM&I Policy and Procedures Memos; SM&I Inspector Memos; and SM&I Load Rating Manual; 2) Develop and maintain quality control procedures and training that are intended to maintain the quality of tunnel inspections and load ratings at the levels specified in: NTIS; Specifications for the National Tunnel Inventory (SNTI); Tunnel Operations, Maintenance, Inspection and Evaluation (TOMIE); MBE; National Tunnel Inspection Program (NTIP) Compliance Review Manual; SM&I Procedures Manual; SM&I Inspector Memos; and SM&I Load Rating Manual; 3) Develop and maintain the SM&I Bridge Program Advisor Manual.
15%	E	Cause to be performed the functions of administrative support for all SM&I offices.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

5%	E	Perform, or cause to be performed, the functions for quality assurance for bridge painting statewide, including monitoring of bridge paint crew performance and quality, monitoring of performance measures related to painting activities, evaluation of expenditures, development of annual allocations to the districts, and review of quality assurance findings for improvement and contract compliance.
10%	M	Perform miscellaneous duties related to the inspections and maintenance of in-service highway structures, as directed by the Deputy Division Chief of Maintenance for SM&I and/or the Division Chief of Maintenance.

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

First-line or second-line supervisor of approximately 30 engineers and administrative staff, currently from the following classifications: Senior Bridge Engineer, Transportation Engineer (Civil), Staff Services Manager I, Associate Governmental Services Analyst, Staff Services Analyst, Office Technician Typing, Retired Annuitant and Student Assistant. These classifications may change based on business need.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to supervise, lead, guide, assign, train, performance monitor and quality control the work of a large engineering and administrative staff.

Expertise in maintenance engineering (inspections, load ratings, analysis and design) for highway bridges.

Expertise in development, programming, funding, prioritization, coordination and management of maintenance work projects.

Knowledge of the California Transportation Asset Management Plan (TAMP), State Highway System Management Plan (SHSMP), SHOPP and HM3.

Ability for effective written and verbal communications with Caltrans Districts, Caltrans Headquarters Asset Management, and other internal and external stakeholders.

Knowledge of application software programs for safety inspection, condition assessment, load rating and inventory data, and maintenance work recommendations for highway structures.

Knowledge of the national and state standards, specifications, policies and procedures related to maintenance and investigations of highway structures: NBIS; SNBI; MBE; MBEI; NBIP Compliance Review Manual; Movable Bridge Inspection, Evaluation and Maintenance Manual; NTIS; SNTI; TOMIE; NTIP Compliance Review Manual; SM&I Bridge Program Advisor Manual; SM&I Procedures Manual; Caltrans Bridge Element Inspection Manual; SM&I Policy and Procedures Memos; SM&I Inspector Memos; SM&I Load Rating Manual; and Caltrans Maintenance Manual.

Knowledge of the Caltrans Safety and Health Manual and the Code of Safe Operating Practices of the Caltrans Maintenance Program.

Knowledge of the Caltrans Emergency Operations Plan, DD-109 Bridge Emergency Response and the SM&I Emergency Response Plan.

Knowledge of administrative support functions for engineering offices.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Frequent decision and actions are required which affect the safe, efficient and economical movement of people and goods.

Errors may result in collapse or failure of a transportation structure, causing serious consequences to the economy and the safety of the traveling public, and result in litigation.

PUBLIC AND INTERNAL CONTACTS

The incumbent may have frequent verbal and/or written communications with various internal and external stakeholders: Caltrans Districts and Caltrans Headquarters Divisions and Programs (HQ Asset Management in the Director's Office, Division of Maintenance and Division of Engineering Services); Federal Highway Administration (FHWA); local agencies; railroads; contractors; vendors; and the general public and information media.

The incumbent may be required to provide expert advice, recommendations and presentations on maintenance and asset management for highway structures.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work under stressful situations. Ability to develop cooperative working relationships, respond to difficult situations, recognize emotionally charged issues and problems, and acknowledge various responses.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments including telework. In the office setting, incumbent must be able to

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

stand or sit for prolonged periods of time. Will be exposed to artificial lighting in a climate controlled area. Travel and occasional fieldwork are required, therefore, incumbent must be able to travel using a car and/or public and/or commercial transportation. Incumbent may be exposed to dust, loud noises, chemicals and extreme weather conditions.

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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