

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D8/Construction - CCO Desk	
WORKING TITLE Change Order Engineer	POSITION NUMBER 908-500-3135-031	REVISION DATE 07/20/2026

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

GENERAL STATEMENT:

The Transportation Engineer CT/Civil, receives general direction from a Senior Transportation Engineer, who acts as the Construction Engineering Services Branch Chief. The incumbent reviews and processes District generated contract change orders for all District projects. This involves reviews for justification, for consistency, and for being in compliance with the project plans and specifications. The incumbent will be responsible for providing change order training to all construction field staff. The incumbent will be assigned work based on Divisional and/or Departmental needs and could be assigned to any office within District 8, which includes San Bernardino and Riverside Counties. Must have a valid driver's license when operating a vehicle on state business.

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. (Safety, Equity - Innovation, Integrity)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Collaboration, Integrity, People First)
- 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, Employee Excellence - Innovation, People First, Pride, Stewardship)
- Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity - Collaboration, Equity, People First)
- 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, Equity, Employee Excellence - Collaboration, Equity)
- 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. (Climate Action, Prosperity - 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, Employee Excellence - Collaboration)
- 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 - Collaboration, Innovation, Integrity, 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 - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Reviews District generated contract change orders (CCOs) for all District projects. This involves reviewing for justification, consistency, and compliance with the project plans and specifications. Returns, incomplete, incorrect CCOs to originator. Informs of errors, CCO non-compliance and advises options and remedies to enable submittal of CCOs for processing in compliance with regulations and policy.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

35%	E	Processes and documents CCO packages for approval. Processes approved CCOs and coordinates CCOs requiring other authority approval. Monitors, reports and transmits data on CCOs processed in the district to division management and headquarters.
10%	E	Provide change order training to all district field offices. Prepare power point presentation for change order in construction staff meeting including but limited to Senior meeting, RE meeting. Also input completed and approved change orders in district and headquarter database.
5%	M	Assist the Construction Safety Unit (Unit 2337) and Claims/CPM scheduling (Unit 2335) with various tasks including but not limited to: Reviewing construction projects for safety, and review claims and CPM schedules.

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

None. The incumbent may act as a lead person in the Construction Engineering Services Branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the basic principles of physics; chemistry and mathematics as applied to civil engineering; properties and uses of engineering construction materials; methods and equipment of engineering construction.

Knowledge of contract administration procedures, Caltrans Standard Specifications and Plans.

Ability to communicate proficiently, directly and tactfully; both orally and in written form; information to construction staff of all levels and experience. Must be able to interpret pre-bid inquiries, convey to appropriate responders and communicate responses back during the bid process.

Ability to convey to management and staff the need for clarity, to remedy deficiencies, to recommend correction, or request missing information on CCOs and supporting documents.

Ability to analyze and conclude that the contract change orders proposed are necessary, practical, and in conformance with plans, specifications, District policy, and Headquarters policy.

Ability to analyze contract documents to respond to bidder's questions.

Ability to interpret plans, specifications, estimates, and communicate to others the requirements contained therein. Ability to exercise tact and good judgment in dealing with people.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Providing a Resident Engineer, Construction Engineer or construction manager with incorrect information regarding contract change orders could cause the necessary funds to be disapproved or contract delayed. Lack of approval or delays could be quite costly to the State. Misinterpretation of the plans or specifications to bidders could cause claims or suits against the State for misrepresentation.

PUBLIC AND INTERNAL CONTACTS

Will maintain close communications with supervisor and other inspection offices. Has daily and frequent contact with fellow branch office, District, and Headquarters Translab personnel regarding test results and inspection reports.

As a representative of the Department and the State of California, the incumbent is expected to maintain fair, impartial, and effective relationship with clients, and conduct oneself in a professional and courteous manner at all times.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical activities vary and may be for a lengthy period of time. May be required to sit using a keyboard and video display terminal to enter and audit data. While working in the laboratory, may be required to stand for extended periods of time to perform materials testing in and around test equipment. Requires manual dexterity to operate testing equipment and handle materials. May be required to be tested and fitted to wear a respirator while working in the laboratory. May occasionally be required to move equipment and test materials that require lifting up to 50 pounds.

May be required to travel to Districts to train laboratory personnel on specific test methods. When working in Districts, may be required to stand for long periods of time; pull, push, bend, stoop, and squat to examine testing equipment; maintain mental awareness and physical agility when working in the proximity of laboratory machinery. May be required to travel in a motor vehicle.

Will be required to develop and maintain cooperative working relationship and respond appropriately to difficult situations. Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent will value cultural diversity and other individual differences in the workforce. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee will work in workstation within

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

shared cubicles. Employee may be required to visit or work temporarily in a field construction office. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Employee may also be required to travel locally and to other areas of the State.

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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