

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION 04/Construction	
WORKING TITLE Construction Manager	POSITION NUMBER 904-501-3155-XXX	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under general direction of the Principal Transportation Engineer of the Division of Construction, the Supervising Transportation Engineer will have charge of a specific functional activity in Construction. The incumbent confers with Construction Managers, Construction Engineers, Resident Engineers and contractors as to the progress and quality of construction projects; change orders and disputes; prepares, reviews, presents, approves, and recommends approval of various documents and presentations related to construction and other Department activities; acts as a staff specialist in complex matters; reviews and makes decisions as to the correctness and adequacy of the construction, design and specifications of projects in the area of responsibility; conducts and directs special investigations and studies; prepares reports, initiates correspondence, and writes technical articles for publication; directs and manages staff in all matters necessary to move forward, and complete, Department programs and goals. The position requires driving on state business throughout District 4 and other areas, visiting field construction sites, climbing and walking on uneven surfaces, occasional overnight travel, and working non-traditional or long hours, as necessary to complete duties within the incumbent's area of responsibility. Projects may vary from tens of thousands to hundreds of millions of dollars.

CORE COMPETENCIES:

As a Supervising Trans Engineer, CT, 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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Equity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Enhance and Connect the Multimodal Transportation Network - Equity)
- **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 First - Engagement)
- **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. (Cultivate Excellence - 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. (Cultivate Excellence - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Advance Equity and Livability in all Communities - Equity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence - Equity)

TYPICAL DUTIES:

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

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40%	E	Provides overall direction to assigned personnel. Approves construction contract change orders, resolves construction claims where possible at the district level, makes engineering decisions on controversial highly technical matters, plans resource allocations for both personnel and capital, for projects, coordinates and monitors project schedules and costs. Will develop long range plans for the Construction Division to ensure their viability and implement recommended changes where applicable to ensure a provision of a high-level of services to the State, the public and to persons employed in public works projects. Endeavors to improve efficiency, productivity, and professionalism. Makes recommendations to the Deputy District Director of the Division of Construction on any revisions to established policies to meet the goals and objectives of the construction function. Works with other Caltrans Divisions in the District and Headquarters, and with outside entities and partners, in resolving all manner of project specific and department issues. Reviews and manages project schedules, and capital and support costs. Approves and/or resolves construction contract change orders and disputes, makes engineering decisions and recommendations on controversial highly technical matters.
20%	E	Conducts chief reviews with field personnel to assure quality, compliance, and program accomplishment. Handles difficult technical and administrative problems; represents the Department and the Division of Construction at meetings; prepares correspondence and reports. Responsible for the identification and evaluation of potential issues that could affect project delivery. Reviews projects and staff work to ensure contracts are administered in accordance with Department policies and staff work is completed.
20%	E	Sets and manages yearly Capital Outlay Support (COS) budget for area of responsibility.
10%	E	Maintains a satisfactory relationship with the contractor on assigned projects and assures that the rights of both the State and the contractor are equally and impartially upheld.
10%	M	Manage personnel and resources. Obtain and provide training for staff on all activities related to contract administration and construction engineering. Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope of the division as required.

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

Typically supervises several Construction Engineers and numerous engineering employees in varying classes located throughout the geographical area or project site.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

Knowledge of: Purposes, organization, policies, and procedures of the Department of Transportation and the Division of Structures; methods of design and construction of various types of bridges and transportation-related structures; principles of project management including scope, schedule and budget; consultant contracting process, including consultant selection and contract management; external financing of transportation facilities; budgetary and resource matters; economics of financing and handling of construction work by contract; principles and techniques of personnel management and supervision; planning and directing the work of others; Department's Equal Employment Opportunity (EEO) and labor relations program objectives; a supervisor's role in maintaining effective safety, health, equal opportunity and labor relations programs, and the processes available to meet these program objectives; basic safety and health regulations contained in the General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.

Ability to: Administer an engineering program; plan and direct the work of an engineering and administrative staff; analyze technical situations accurately and recommend or adopt an effective course of action; judge work quality and performance; initiate correspondence and prepare complete and comprehensive reports; exhibit tact and diplomacy; address an audience effectively; work effectively with Caltrans' districts, consultants, local government agencies and other transportation financing agencies; negotiate consultant contracts; be flexible and adaptive to changes; gain the support and confidence of top level management and advise them on a wide range of transportation matters; analyze and implement administrative policies and organizational procedures; work successfully with others to gain their respect and confidence; effectively contribute to the Department's safety, health, equal opportunity and labor relations program objectives.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must make decisions regarding the assignment of construction field personnel. Poor assignment decisions may adversely affect contract administration, quality of the project and proper management of public monies. Determines adequacy of training of assigned personnel.

Reviews project records and the adequacy of funds. Poor judgment in the review of records might result in substandard record keeping which could reduce effectiveness in demonstrating that the project was properly administered. Failure to determine the adequacy of funds could also jeopardize the delivery of transportation facilities and/or result in breach of contract.

Ensures compliance of completed work with plans, specifications, and design concepts. Poor judgment in monitoring the compliance may result in substandard work and mismanagement of public monies.

Confers with design and traffic engineers on complex design/traffic issues. Poor judgment may adversely affect the completed transportation facility.

Approves time extensions on the completion of construction projects. If done without proper justification, this could unnecessarily delay delivery of transportation facilities and/or add to the cost of the project.

PUBLIC AND INTERNAL CONTACTS

The Supervising Transportation Engineer coordinates construction activities within an assigned area; participates in meeting with federal agencies, other state agencies, local authorities, contractors, and the general public. These contacts will be verbal or written, as needed, to communicate. Make oral presentations to the public on the effects of projects as they relate to transportation matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to work on a keyboard; manual dexterity; sitting for long periods; may be required to move large or cumbersome reports from one location to another; ability to focus for long periods of time.

Mental requirements: Must grasp the essence of new information and master new technical and business knowledge; must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation, enable others to acquire the tools and support they need to perform well, develop new insights into situations and applies innovative solutions to make organizational improvements.

Emotional requirements: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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.)

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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