STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| Transportation Engineer (Civil) | D54 Construction/Office of Performance and Innovation | |
| WORKING TITLE | POSITION NUMBER | REVISION DATE |
| e-Construction Support Engineer | 913-500-3135-102 | 09/08/2026 |

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 Supervising Senior Transportation Engineer, the incumbent helps advance Caltrans' statewide digital delivery goals by improving data-driven workflows and supporting innovation in construction. The incumbent contributes to statewide Building Information Modeling for Infrastructure (BIM4I) implementation and development of Geographic Information System (GIS) applications for construction, evaluates emerging construction technologies, and manages technical aspects of efforts to modernize existing construction systems. The incumbent supports data reporting needs, assists with developing performance dashboards, and collaborates with internal and external partners on digital transformation initiatives for construction. The incumbent also guides student assistants and contributes to the development of statewide policy and training programs.

## 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Innovation, Integrity, People First, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - Equity, Innovation, Stewardship)
- **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. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Integrity, People First)
- **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, Employee Excellence - Collaboration, Equity, Innovation, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, People First, Stewardship)

## TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 30% | E | Analyze and develop use cases and user requirements for creating new applications or adopting new technologies that improve construction operations or automate digital workflows including 3D-model derived information across various Caltrans systems and different phases of transportation project development life cycle from Design to Construction to digital as-builts. Assist in developing guidelines and training programs for the statewide BIM4I Program and the enterprise GIS system for HQ Construction. |

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| | | |
|---|---|---|
| 30% | E | Manage the development, maintenance, operation, and migration of existing construction applications including but not limited to Project Data Management System (ProDMS), Contract Administration System (CAS), internet Extra Work Bill (iEWB), electronic Potential Claim Record (ePCR), providing timely technical support to Districts and maintaining user documentation and training materials. |
| 20% | E | Guide staff in enhancing and modernizing legacy in-house construction applications by translating business needs into actionable development tasks, coordinating stakeholder input, and overseeing technical improvements. Support the Division's shift from paper-based processes to automated, data-driven workflows that incorporate 3D-model or map-based information |
| 15% | E | Perform data retrieval and reporting for public records requests. Use advanced query and analytical tools to produce timely, accurate responses, and develop dashboard with the tool of Discoverer, Tableau, or Power BI for internal and external stakeholders. Create statewide questionnaires using Smart Sheet and assist divisional Subject Matter Experts and data stewards in suggesting operational and policy improvements. |
| 5% | M | Lead technical meetings, demonstrations, and evaluation activities for innovation-related pilot projects, coordinating with program partners and documenting decisions, outcomes, and next steps. |

[1]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

There are no direct supervisory duties but the incumbent acts in a lead capacity on technical aspects of system improvement or daily system maintenance and operation, and provides guidance in the development of in-house applications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess the knowledge of the purpose, organization, policies and procedures of the Department of Transportation, be familiar with various phases of transportation project development life cycle from planning, design, construction to asset management, transportation economics and financing, and the methods and materials used in the construction of state highway facilities. The incumbent must have the ability to prepare and complete comprehensive engineering reports, accurately analyze matters relating to construction engineering and adopt an effective course of action, present recommendations and information through oral and written communication methods and address an audience effectively, and effectively contribute to the Department's industry relations objectives. It is recommended that the incumbent be familiar with construction contract administration, working days, measurement and payment of contract item work and change orders/extra works, and any systems associated with construction administration or project delivery in general. The incumbent must be familiar with network, Internet, personal computers, computer applications, and databases. The incumbent must have the desire to learn and work cooperatively with others, assist senior engineers in performing professional engineering work, and lead other engineering and technical personnel. Additionally, the incumbent must be able to utilize group problem solving methods, analyze needs and develop written proposals to define automation solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action in carrying out assigned duties. Initiates, develops, and makes recommendations on changes in policies and procedures. Failure to carry out these responsibilities could result in inefficient project delivery and loss of construction industry and public confidence in the Department as a responsible public agency. Failure to properly develop and support the CAS/iEWB system will significantly affect the program's ability to make timely payments to contractors.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be responsible for developing and maintaining partnerships with other headquarter and district functions, local governments, state agencies, federal agencies, construction companies, consultants, and other external parties. The incumbent will have contact with external entities and will be responsible to respond to inquiries and sensitive issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent creates a work environment that encourages creative thinking and innovation. Develops and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. The incumbent must be able to develop and maintain cooperative working relationships and be able to resolve emotionally charged issues reasonably and diplomatically. Behaves in a fair and ethical manner toward others. Demonstrates a sense of responsibility and commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplished. The incumbent values cultural diversity and other individual differences in the workforce. Ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner

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WORK ENVIRONMENT
The incumbent will usually work in a climate-controlled environment under artificial lighting, but may be required to travel to districts and construction field offices. The incumbent sits for long periods of time using a keyboard and video display terminal.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. For permanent and limited term appointments, all commute expenses to the headquartered location will be the responsibility of the selected candidate.

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 |

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