

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 54 / Construction / Construction Standards	
WORKING TITLE Materials Plant Quality Program Engineer	POSITION NUMBER 913-500-3135-100	REVISION DATE 9/23/24

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 the general direction of the Office Chief of Construction Standards (Supervising Transportation Engineer), the incumbent has responsible charge for overseeing the headquarters material plant quality program (MPQP) and ensuring that hot mix asphalt paving and concrete batch plant operations, field asphalt pavement reclamation equipment, volumetric mixers and the various related material production control systems conform to the weights and measure equipment MPQP requirements. The MPQP Coordinator assists the district Weights and Measure Coordinators when required in certifying plant equipment in accordance with current MPQP requirements and Office of Construction Standards policies and procedures. In addition, the incumbent provides assistance to District Resident Engineers in the resolution of technical MPQP certification problems, provides initial reviews and certification of new batch plants, control systems and construction equipments, related control devices and plant safety requirements.

This includes but is not limited to:

- 1- Maintain and update the MPQP Manual and related guidance to stay current with new technology, industry changes to weights and measures requirements and new plant machinery operations and control systems.
- 2- Manage and lead MPQP efforts for the Division on specialized engineering projects and tasks.
- 3- Develop and review MPQP related specifications, construction policy bulletins and directives and other Department directives.
- 4- Develop, track and maintain a MPQP certification database for all statewide MPQP certified plants and machinery.
- 5- Lead efforts that focus on improvements to the Department's material plant quality program. Provide annual training to the district weights and measure coordinators on the current state of practice for MPQP certifications.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **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 - Engagement)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence - Pride)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Cultivate Excellence - Pride)

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TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹		Job Description
25%	E	Travel as needed to assist District Construction and laboratory personnel responsible for acceptance of devices which proportion or measure construction materials when requested by: Weights & Measures Coordinators, Resident Engineers, District Materials Engineers and Senior Construction Engineers. This activity includes review and approval control systems for processing plants which furnish pavement or structural materials for Caltrans contracts. The reviews include initial plant MPQP certifications and safety reviews.
35%	E	Coordinate with internal and external partners to: Development and improve MPQP related specifications and test methods. Support, review, monitor, and approve documents related to the Department's Material Plant Quality Program; and Develop and produce meetings, workshops and summits, special studies, reports, documents, decision documents, performance measures.
20%	E	Provides the district weights and measure coordinators and resident engineers with expertise in the fields of concrete, hot mix asphalt, and cement treated base plant operations, including plant controls for each, weights and measures procedures, and statistical specifications involving these activities. Make recommendations on the course of action and provide oral and written presentations (i.e. PowerPoint) to Caltrans managers. Provide support to all levels of Caltrans staff involved in assigned task.
15%	E	Evaluate the effectiveness of Contractor and Material Supplier operations, plans, specifications and test methods. This activity includes compilation of statewide test results and evaluation of post construction behavior of materials and methods. Propose, evaluate, and develop specifications, construction bulletins and directives, and other Department directives. Update manuals and guidance, and provide related training.
5%	M	Participate on committees as the Division's representative. Travel to various committee meetings, special events and trainings.

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

No direct supervision is exercised. However, this position is responsible for developing guidance, policy and training to district construction and weights and measure coordinators.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a degree in Civil Engineering?

The incumbent must possess the knowledge of the purpose, organization, policies and procedures of the Department of Transportation; various phases of transportation engineering and systems planning; 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 complete and 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.

The incumbent must have:

- Knowledge of the Departments mission, vision, goals and values and how they are supported by the Division of Construction.
- Knowledge of the roles and responsibilities of the various district project team members (resident engineer, inspectors, material testers and weights and measure coordinators) required to manage and perform contract administration.
- Extensive experience and knowledge in the means and methods of weights and measures and the MPQP manual as it relates to use for construction contract administrative processes for state and oversight projects.
- Knowledge of policies and procedures, construction contract documents and guidance materials available and used for administering state and oversight projects.
- Knowledge of the Caltrans organization, departmental policies and travel procedures.
- Knowledge of the Division of Construction's functions.

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The incumbent must have the ability to:

- Organize task and assignments, work independently, work with district weights and measure coordinators to produce improvements to the MPQP processes and procedures.
 - Work effectively and tactfully with all levels of Caltrans' staff involved in construction projects and supporting service organizations, along with industry representatives and FHWA.
 - Prepare and make oral presentations, written technical correspondences, and comprehensive reports.
 - Organize work priorities in meeting project commitments and delivery of products.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent acts independently and is responsible for carrying out the above described broad range of duties, and providing the best professional advice to district construction management and the Construction Division Chief.

Failure to perform the above duties properly may have significant adverse effects on the Division of Construction's ability to accomplish its mission.

Poor decisions may result in inappropriate construction contract administration, and lost opportunity of the department to improve the skills and abilities of construction personnel. This will result in the ineffective utilization of training resources; a potential failure in improving project delivery, control and performance; and a loss in credibility with the Legislature, the California Transportation Commission, and various other control agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with construction management in headquarters, districts and Engineering Services. The incumbent will have contact with external public and private agencies and will be required to prepare and make presentations to them, and to department managers and staff. Incumbent will be responsible for developing and maintaining partnerships with other headquarter and district functions, local governments, contractors, other state agencies, and federal agencies, and speaking in public on the effects of current transportation projects as they relate to transportation matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must work closely with construction management in headquarters, districts and Engineering Services. The incumbent will have contact with external public and private agencies and will be required to prepare and make presentations to them, and to department managers and staff. Incumbent will be responsible for developing and maintaining partnerships with other headquarter and district functions, local governments, contractors, other state agencies, and federal agencies, and speaking in public on the effects of current transportation projects as they relate to transportation matters.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. Building temperature may vary due to controls by building operations. Field work will involve visiting concrete and asphalt batch plants, volumetric mixing yards and subject to the wide variability of temperatures at these plant, subject to the dust and noise of the machinery. The position requires extensive travel as needed to certify new plants and to meet and confer with district weights and measure coordinators.

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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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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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