STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	Dist 54 / Construction / Office of Construction Standards	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Materials Plant Quality Program Engineer	913-500-3161-XXX	12/19/2025

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 Chief, Office of Construction Standards (Supervising Transportation Engineer), the incumbent has responsible charge for overseeing the headquarters material plant quality program (MPQP) and for updating, developing and implementing new and innovative specifications, such as performance specifications, for materials, construction methods, testing methods and inspection procedures. The specific activities and deliverables are defined in the Division of Construction Business Plan. The engineer is the Division's subject matter expert and lead for developing, reviewing, and revising changes to Construction Manual, MPQP Manual, Construction Policy Directives, Standard Specifications and Standard Special Provisions that relate to materials and methods of construction. The engineer will ensure 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. 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 equipment, related control devices and plant safety requirements.

CORE COMPETENCIES:

As a Senior Transportation 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Climate Action - Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration)
- **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. (Employee Excellence - Integrity, Pride)
- **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. (Employee Excellence - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Employee Excellence - Integrity, Pride)
- **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 - Integrity, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Pavement Smoothness, Concrete, Hot Mix Asphalt, Earthwork, and Materials Plant Quality Program, Manuals, Guidance and Specifications Development and Review: • Develop new and revised specifications that are needed to improve quality, are a response to district's needs or are proposed by industry. • Coordinate, develop and maintain tools needed to efficiently and effectively evaluate data from construction contracts specifications (e.g. incentive / disincentive specifications for smoothness and hot mix asphalt). • Review new and revised specifications proposed by other Caltrans units that involve materials, construction methods, construction inspection or testing procedures. • Ensure all stakeholders adequately review specifications before specifications are finalized. • Work with Office of Construction Contract Standards (OCCS) to prepare finalized specifications for inclusion on the OCCS server.
25%	E	Coordinate with internal and external partners to: Develop 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, new specifications, performance-based specifications.
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. Coordinate efforts with district construction and materials engineers to ensure problem specifications are modified, new specifications are developed or material test issues and plant MPQP certifications are raised to Material Engineering Testing Standards (METS).
15%	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.
10%	M	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.

[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
This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent is required to hold a valid registration as a professional Civil Engineer and have knowledge of the purpose, organization, policies and procedures of Caltrans. It is desirable to have a broad knowledge of specifications for construction materials, field procedures, pay and acceptance criteria for materials, testing procedures and industry/field means and methods for placement of roadway materials. Experience in specification writing is desirable. Should have the ability to develop cooperation from other Caltrans units and make presentations to both small groups of district and headquarters staff and managers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for independent action and must exercise initiative in carrying out assigned duties. The decisions by this person and advice as the subject matter expert will result in significant change in both going and pending construction contracts that impact Caltrans construction field staff and contractors.

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

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Poor decisions may result in inappropriate construction contract administration, and lost opportunity of the department to improve the quality of projects. This will result in the 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 will have written and oral communication with various levels of district and headquarters personnel. The incumbent is unrestricted in contacting OCCS, METS, district construction staff, industry groups, contractors, other state and federal agencies, as well as the private sector.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will be required to sit for periods of time, at their desk, using a keyboard and video display terminal. Manual dexterity and sustained periods of mental activity are needed for specification/ report reviewing, and writing. The employee will need to establish and maintain friendly, and cooperative working relationships with those contacted in the course of the work, and communicate effectively by recognizing emotionally charged issues or problems, acknowledging the various responses, and responding appropriately to difficult situations. The employee must also be flexible to organize and prioritize workload for the Division of Construction; be open to change and new information; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting. Occasionally, the employee will be required to travel within the State to meetings, construction projects, highway facilities under traffic, and material production plants. The employee will also be required to occasionally work outdoors which may cause exposure to: dirt; dust; noise; uneven ground surfaces; allergens in the air; and/or, hot or cold temperature extremes.

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. 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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