STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CURRENT/PROPOSED

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	DES/PPM&OE/OCCA&QP/Contract Scheduling Branch	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Construction Contract Scheduling Branch Chief	559-150-3161-050	03/16/2026

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 Chief, Office of Construction Contracting Coordination and Quality Program, a Supervising Transportation Engineer, the incumbent is responsible for supervising and directing the day-to-day operations of the Bid Book unit (BBU) and Contract Scheduling Branch to develop construction contract documents ready for advertisement. The incumbent will facilitate the timely delivery of construction contracts by coordinating with District Office Engineers, HQ Programming, Federal Resources, Project Managers and other functional units to meet project milestones. The incumbent identifies and advises on project requirements; maintain schedules and facilitate the timely delivery of construction contract projects by ensuring that all construction contract document submittal package meet the Ready to List (RTL) requirements. The incumbent coordinates project delivery task from District Office Plans Specifications & Estimate (PS&E) submittal (M480) through contract advertisement, and award (M495).
The incumbent must have an active Professional Engineering License from the State of California.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity - Equity, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity, Employee Excellence - 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. (Employee Excellence - Innovation, 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. (Prosperity, Employee Excellence - Collaboration, Integrity, Pride)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Equity, Employee Excellence - Collaboration, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity, Employee Excellence - Collaboration)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Employee Excellence - Collaboration, Integrity, Pride)
- **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. (Prosperity - Collaboration, Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Climate Action - Innovation, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Direct the development, preparation and scheduling of construction contract documents to meet Headquarters Advertisement (M480) and Bid Opening (M490) project delivery milestone. Supervise the preparation and issuance of construction contract addenda. Train employees how to recognize and maintain consistency and uniformity of the bidding documents. Over see staff who verify that PS&E submittal from Districts are complete and accurate to meet the Ready to List (RTL) Certification milestone (M460) and update Office Engineer project database.

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25%	E	Provide quality and timely customer support to resolve issues related to construction contract advertisements and addenda. Develop Project Management information and delivery reports related to PS&E, RTL, Advertisement and Award. Monitor Office workload and workload commitments and allocated resources to ensure that project schedules are realistic and achievable.
15%	E	Development OCCA&QP policies, procedures and training materials related to the construction contract advertisement and addendum processing. Present training on PPM&OE policies and procedures to district, DES and HQ staff. Coordinate the updating of the Construction Contract Development Guide.
10%	M	Assist the Office Chief; performs special studies; and serve on committees as a representative of the Office or Division.

[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
The incumbent directly supervises Transportation Engineers (Civil) and adminstrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
This position requires an in-depth understanding of the Plans, Specifications and Estimates (PS&E) process from preparation of PS&E in the Districts or other functional units through project award and approval. This position also requires a thorough understanding of the Standard Specifications, Standard Special Provisions, the writing and processing of addenda, the State Contract Act and Departmental policies, the Best Bid Standards, the OE IQA review process, the electronic bidding process as well as effective supervision.
A general undemanding of the Caltrans organization, organizational relationships, and engineering functions which pertain to the planning, design, and construction of transportation facilities; Departmental policies and procedures; project management systems and concepts; project development, contract advertisement, and award processes and requirements, transportation economics and financing, and methods of maintaining highways and protecting traffic is desirable.
This position requires the ability to exercise good judgment on matters relating to project management and capital program delivery, administer an engineering program, plan and direct the work of others. Make recommendations to management and take independent action, analyze situations accurately and adopt an effective course of action, develop and implement new and revised methods and procedures, develop and maintain cooperative working relationships. Prepare correspondence and reports, and address audiences at all levels of Caltrans management, and external groups. The incumbent must rely on a broad background to analyze difficult and unique problems that arise with Best Bid Standards infractions and quality reviews.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent makes decisions that affect the quality development of Construction contracts. Errors in judgment could result in project delays, higher bids and/or loss of funding and additional costs.

PUBLIC AND INTERNAL CONTACTS
The incumbent has daily contact with various levels of staff at Headquarters and in the Districts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Must be able to sit for prolonged periods of time using a keyboard and video display terminal. Must have ability to maintainsustained mental activity needed for report writing, analyzing situations: and problem solving, and reasoning. Must be able to maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged issues and problems. Must be able to apply approved disciplinary and interpersonal techniques to remedy personnel issues and conflict within the workplace.

WORK ENVIRONMENT
While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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.)

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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