STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	D8/CONSTRUCTION	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Resident Engineer/Construction Field Engineer Specialist	908-500-3161-048	11/03/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of a Supervising Transportation Engineer, Caltrans, the incumbent is assigned as the Resident Engineer (RE) on large and/or complex projects and is directly responsible for administration of the construction contract and reviews the work of State and contractor forces. As the RE, directs construction safety as it relates to contract administration and ensuring contractors are in compliance with the contract documents. Additionally, may be assigned as the Construction Engineer (CE) on smaller projects located adjacent to and/or in the proximity of the primary RE project assignment. As the CE, is directly responsible for administration of the construction contracts and reviews the work of State and contractor forces. The incumbent must possess a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers. This position requires both day and night work. Project sites vary throughout San Bernardino/Riverside Counties and in various environments; travel is required. Possession of a valid driver's license is required when operating a State owned or leased vehicle.

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. (Employee Excellence - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **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. (Safety - Innovation)
- **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, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Collaboration)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Integrity, Stewardship)

TYPICAL DUTIES:

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

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

35%	E	Ensures contract compliance with the plans and specifications by the contractor. Prepares contract change orders (CCO) for the purpose of making alterations, deviations, additions to, or deletions from the plans and specifications to ensure proper completion or construction of the contract by gathering critical information necessary and interpreting technical reports and data to determine a feasible solution. Prepares daily inspection reports documenting contractor activities and prepares as-built plans. Incumbent modifies, interprets, and edits special provisions and prepares contract estimates; keeps the necessary records pertaining to construction progress, job expenditures, budget programs, and work order balances. Selects and/or uses computer-based processes to compile engineering data, horizontal and vertical alignments and curve computations; develops and/or maintains transportation-related state-of-the-art computer programs and procedures. Confers with contractors regarding compliance with plans and quality of work and construction activity and ensures compliance with the plans and specifications by the contractor. Attends meetings, responds to requests for information/reports, and resolves and/or negotiates issues.
25%	E	Assesses status of projects and develops work assignments accordingly. Provides direction that ensures complete, accurate, and timely contract records pertaining to construction progress, job expenditures, budget programs, and ensures that work order balances are maintained in accordance with State and Federal regulations and laws. Provides assistance to other assigned Resident Engineers in the review, analysis, evaluation, recommendation, and monitoring of all claims, potential claims, and disputes. Reviews construction projects to ensure monitoring of the contractor's construction safety program adequately and that an effective safety program is being followed. Enhances safety of State employees as well as public traffic passing through the construction site by conducting necessary training and safety sessions.
15%	E	Ensures safety of State employees and contractor employees as well as the traveling public by observing contractor operations and traffic conditions and taking corrective action when necessary. Reviews contractor operations for compliance with California Occupational Safety and Health Administration (CAL/ OSHA) regulations.
10%	E	Incumbent provides engineering assessment of plans for adequacy of design, particularly with respect to suitability to actual field conditions and ensures compliance with the plans and specifications by the contractor. Prepares quantity calculations and quantity sheets for payment purposes and reviews calculations.
10%	E	Samples and performs acceptance testing on materials used in the construction of transportation and public works projects including concrete, asphalt, soils, aggregates, and other materials. Ensures proper sampling intervals, tracking, documentation, notification of results, remedial actions/corrections as required are performed within the contractual requirements.
5%	M	Performs general construction and maintenance office duties relating to administration of construction and maintenance contracts such as processing extra work bills, preparing progress estimates, and filing documents.

[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
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
• Knowledge of the basic principles of physics; chemistry and mathematics as applied to civil engineering; properties and uses of engineering construction materials; methods and equipment of engineering construction.
• Knowledge of structure foundations, test equipment, field instrumentation procedures and soil sampling.
• Knowledge of factors which influence the impact of transportation facilities on environment, the community and the economy.
• Knowledge of principles and techniques of personnel management and supervisor's role in EEO, equity, health and safety and labor relations programs and the processes available to meet their objectives.
• Ability to plan and direct the work of others and adopt an effective course of action.
• Ability to prepare comprehensive reports and correspondence.
• Ability to communicate effectively and contribute to the Department's EEO and equity objectives.
• Ability to analyze the projected workloads and estimates the required resources including consultants using Workplan Summary (WPS).
• Ability to develop, implement, and evaluate project activities.
• Ability to perform difficult and complex engineering work.

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

- Ability to develop and choose from alternative courses of direction.
- Ability to analyze written and statistical reports and determine what direct or indirect effect these reports may have.
- Ability to travel to the construction site during all shifts.
- Ability to be innovative in resolving issues for the benefit of the department and the trust of the general public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for all the work performed, actions taken, and decisions made in carrying out the mission of the Branch. This work is directly associated with pavement structural section design, construction, maintenance and rehabilitation recommendations. Therefore, incorrect testing data or analysis can result in recommendations that increase maintenance costs and/or costly early pavement rehabilitation. Incorrect test results, analysis or recommendations can result in costly delays of construction projects and/or claims or lawsuits against the State.

Failure to properly carry out these responsibilities could result in public safety issues, legislative concerns, loss of Federal and/or departmental program funding, and significant increases in pavement maintenance and rehabilitation costs. Approve and sign reports and documents with his/her Civil engineering registration stamp certifying responsibility for work recommended, actions taken, and decisions made relative to investigations and recommended strategies.

The incumbent is responsible for all major decisions inherent in planning, organizing, directing, and controlling the implementation and administration of the District's construction contract in a timely and cost-effective manner. Delivery of the District's contract is dependent on timetables which reflect the ability of the RE/CE to schedule and complete contract implementation requirements in accordance with Federal and State mandates. Failure to schedule and program the contract related activities adequately could result in missed deadlines and subsequent non-delivery of the transportation program in the time and manner prescribed by the controlling agencies. Failure to handle implementation and administrative issues properly as they arise could result in the unnecessary payment of large claims to the contractor. Improper management of resources and lack of quality assurance could result in loss of funding and poor public acceptance. Must be able to recognize construction problems and take appropriate action. Incorrect decisions could result in delayed project delivery, structural failure, substantially increase costs to the State and/or loss of life.

PUBLIC AND INTERNAL CONTACTS

The position requires continuous written and oral communications contacts with internal and external customers at all levels in the District and in Headquarters. The position requirements include representing Caltrans by participating in meetings and interfacing with Federal, State, local and regional agencies, industry associations, contractors, consultants and the public regarding the scope and content of the particular contract. The position requires establishing and maintaining good working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to operate computer for preparation of reports and various forms. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces, and move material samples and equipment. Physical activities vary and any singular physical requirement may be for lengthy periods of time. Hearing and sight are both essential to job performance because the incumbent must be able to hear directions, traffic and equipment, and must see to perform his/her duties safely. Corrected hearing is acceptable. Night vision must be sufficient for safety when working after dark. Must be able to travel to field office, construction sites, field meeting locations,District Office Headquarters, other Caltrans District Headquarters/offices and/or other work locations as needed; therefore, incumbent must be able to travel by car or commercial transportation; vehicles will vary from passenger cars to one-ton pickup trucks. This travel may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling of vehicle occupants.

Mental: Must be able to sustain mental activity to write technical reports, resolve politically sensitive problems, manage diverse field issues, and deal with a large number of complex problems simultaneously.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately.

WORK ENVIRONMENT

This position is required to be perform off site and in-office work at assigned locations that are climate-controlled under artificial lighting. This position requires the incumbent to work both indoors and outdoors. Daily field visits are required. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate while in an office location. Offices may be fixed buildings or trailers and may be co-located with external partners; local agencies and/or contractor in a combined project office facility. Work generally consists of five-day work weeks and may require travel, after hours, weekend and night work. Vacations/ Leave usage may be restricted during peak times. Night work requires ability to work under and with artificial lighting. Field activities and review locations may be in the metropolitan area or at remote sites in the vicinity of and exposure to ongoing construction projects and on and off-highway vehicular traffic. Outside activity includes exposure to sunlight, moving traffic, loud noise, weather conditions of extreme heat and/or cold (including heat up to 120 degrees, cold as low as 15 degrees), strong winds, rain, sleet, snow, dust, and working on uneven terrain adjacent to heavy equipment while on foot and in vehicle. May come in contact with hazardous materials, pesticides, chemicals (i.e., paints, cleaners, solvents, etc.). Hard hat and safety vest or approved safety shirt, acceptable footwear, and other appropriate personal protective equipment (PPE) must be worn/utilized at

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

all times in the field without exception. This position requires both day and night work. Project sites vary throughout San Bernardino/Riverside Counties and in various environments; travel is required. Possession of a valid driver's license is required when operating a State owned or leased vehicle.

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

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.