

# M S P



## MANAGERIAL SELECTION PROCESS

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION:           **PRINCIPAL BRIDGE ENGINEER**

POSITION TITLE:           **ASSISTANT DIVISION CHIEF, STATE BRIDGE MAINTENANCE ENGINEER**

SALARY:                    **\$10,839 - \$12,312**

LOCATION:                   **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE:       **OCTOBER 7, 2014**

MSP NUMBER:             **14MSP37**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief of Maintenance, the Assistant Division Chief, State Bridge Maintenance Engineer plans, organizes, and directs the work of Structure Maintenance and Investigations (SM&I) Statewide. SM&I is responsible for the preservation, maintenance and safety of highway structures. In addition, the incumbent is an assistant to the Division Chief, and substitutes as needed. Responsibilities include, but are not limited to:

- Provides Statewide oversight and direction in the biennial inspection of approximately 12,000 State-owned structures, including, but not limited to, bridges, tunnels, tubes, toll bridges, and overhead steel signs, on the State Highway System for structural adequacy and needed repair. Provides Statewide oversight and direction in the biennial inspection of the city/county roadway structures. Administers contracts with local agencies performing their own inspections. Provides Statewide oversight and direction in providing emergency repair to structures; confers with

District personnel and private contractors to mitigate or minimize road closures whenever possible. Provides Statewide oversight and direction in the posting of unsafe bridges; represents Caltrans at public hearings in this regard as needed. Provides Statewide oversight and direction in the preparation of plans, specifications, and estimates for projects related to Structure Maintenance. Provides Statewide oversight and direction to district efforts expended in bridge maintenance work Statewide. Provides Statewide oversight and direction in analysis of axle weights and configurations for both legal and permit vehicle movements. Provides Statewide oversight and direction in the development and maintenance of inventory and live-load rating appraisals affecting approximately 25,000 State and Locally owned structures for various entities, such as the Federal Highway Administration.

- Develops departmental policy and procedures relative to various aspects of structure maintenance. Provides technical direction to Branch Chiefs and district personnel relative to complex structural maintenance problems.
- Supports the Department of Transportation - Planning by identifying and scoping future capital projects. Supports the Capital Outlay Support Program by managing the development of assigned projects and reviewing all bridge projects.
- Develops the Structure Replacement and Improvement Needs Report, which is the basic State Transportation Improvement Program input document for a number of programs. Develops legislation and policy to control legal and extra-legal weights of trucks; analyzes potential impact of legislation and policy changes for the Director, Assistant Director, Deputy Directors, and other interested parties.
- Manages the SM&I program to analyze and report on bridge scour issues.
- Manages the Bridge Preservation portion of the State Highway Operation Protection Plan and acts as Highway Maintenance Structure Maintenance Program Advisor.
- Manages the approval or disapproval of requests for encroachment permits for utilities located on State bridges.
- Recommends specific maintenance needs to the District offices, as identified through inspection, to be performed on structures.

### **MINIMUM QUALIFICATIONS**

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of structure engineering experience as a Supervising Bridge Engineer in the California state service; OR one year of managerial experience in the California state service equivalent in level of responsibility to a Supervising Transportation Engineer and two years of structure engineering experience as an Associate Bridge Engineer or higher in the California state service.

#### **Or II**

**Experience:** Four years of structure engineering experience as a Senior Bridge Engineer in the California state service; OR four years of supervisory experience equivalent in level of responsibility to a Senior Transportation Engineer and two years of structure engineering experience as an Associate Bridge Engineer or higher in the California state service.

#### **Or III**

**Experience:** Broad and extensive (five or more years) structure engineering experience in the design, construction and maintenance inspection of bridges or major transportation-related structures with responsibilities comparable in level of responsibility to a Senior Bridge Engineer or higher in the California state service. [Two years of the experience applied to this pattern must include: (a) one year of bridge design, construction or maintenance inspection experience comparable

in level of responsibility to a Senior Bridge Engineer in the California state service, and (b) one year of experience in a supervisory capacity comparable in level of responsibility to a Supervising Bridge Engineer in the California state service.]

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Purposes, organization, policies, and procedures of State agencies responsible for bridge and transportation-related structure planning, design, construction, and maintenance; economics of structure design and financing; methods of design and construction of the various types of bridge and transportation-related structures; modern highway standards of grade and alignment; maintenance of bridge and transportation-related structures; principles and techniques of personnel management and supervision; State and Federal laws applicable to the Department of Transportation and the Division of Maintenance; Caltrans' equal opportunity and labor relations program objectives; a manager's role in the safety, health, equal opportunity and labor relations programs and the processes available to meet these program objectives; basic safety practices contained in the California Code of Regulations, Title 8 Industrial Relations, Construction Safety Orders and the General Industry Safety Orders regarding personal protective equipment.

**Ability to:** Plan, direct, and coordinate the work of a large engineering staff; formulate and administer departmental programs and policies; exhibit tact and diplomacy; analyze situations accurately and adopt an effective course of action; work successfully with others to gain their respect and confidence; prepare comprehensive reports and initiate correspondence; address an audience effectively; effectively contribute to Caltrans' safety, health, equal opportunity and labor relations objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidate's **demonstrated:**

- Experience with all types of communication including correspondence such as emails, memos, and letters, and comprehensive reports.
- Experience addressing audiences effectively.
- Experience balancing multiple priorities and meeting deadlines.
- Experience working with State agencies responsible for bridge and transportation related structure planning, design, constructions and maintenance.
- Experience implementing Caltrans structure's policies and procedures in relation to Caltrans' mission, vision, and goals.
- Experience analyzing situations accurately, and adopting an effective course of action.
- Experience with the economics of structure design and financing, methods of design, construction and maintenance of the various types of bridge and transportation-related structures.
- Experience in planning, coordinating, and directing the work of a large engineering staff.
- Experience coordinating and collaborating with other functional units, Districts, and external partners.
- Experience working successfully with others.
- Experience developing and implementing training.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. Only the most qualified applicants will be invited to interview. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 14MSP37.**
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **October 7, 2014**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Leslie Mazzeo (14MSP37)  
1727 30th Street, MS-90  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Leslie Mazzeo at (916) 227-4176.

## **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

## **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to the California Department of Transportation, Office of Examinations and Special Programs, 1727 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*

