Relationship Between Office of Structure Construction and Districts

The Districts have overall authority and responsibility for contract administration. However, technical control of structure work is the responsibility of the Office of Structure Construction, who will assign a Structure Representative to each project to be responsible for the technical control of the structure work. Additional Structure personnel will be assigned by the Office of Structure Construction as required to assist the Structure Representative in carrying out the responsibilities for the technical control of the structure work.

When requested by the District, an employee of the Office of Structure Construction, who is acceptable to the District, may be assigned to act as the Resident Engineer on a project. Such an assignment should generally be made when the project is predominantly structure work. When an employee of the Office of Structure Construction is assigned as Resident Engineer, the employee is both Resident Engineer and Structure Representative. As Resident Engineer, the employee is responsible for the contract administration and, at the option of the District, may also be given the responsibility for the technical control of the "roadwork". As Resident Engineer, the employee reports to and acts through the District. As Structure Representative, the employee is responsible for the technical control of the structure work and reports to and acts through the Office of Structure Construction.

On some occasions, if requested by a District, an Office of Structure Construction employee may be loaned to the District to act exclusively as the Resident Engineer on a project. In this event, if the project has structure work, the Office of Structure Construction will assign another Structure employee to act as Structure Representative.

Structure and District personnel will coordinate their operations so as to insure optimum use of combined manpower.

Following are guidelines concerning the details of operation to be followed by personnel at the project level.
### A. Personnel

All Structure employees are carried on Office of Structure Construction payrolls, and the Office of Structure Construction will handle such matters as expenses, personnel processes, training, etc., for Structure employees:

1. **Time Sheets**: All Structure personnel, including those who are acting as District Resident Engineers, will use their Structure source codes.

   Structure Resident Engineers will recommend approval of the time sheets for Structure personnel assigned to them. The Structure employee's first-line supervisor will approve and sign the timesheet. Structure timesheets are to be received by the Office of Structure Construction in Sacramento three days prior to the end of the pay period.

2. **Expenses**: Policy for Structure personnel, including those assigned as District Resident Engineers, is based on provisions of bargaining unit contracts, Department of Personnel Administration regulations, and Caltrans policy and will be administered by the Office of Structure Construction on a uniform statewide basis.

   The first-line supervisor of the Structure employee shall approve and sign travel expense claims.

3. **Performance Reports**: The first-line supervisor of the Structure employee will be responsible for preparing performance reports.

4. **Disciplinary Action**: The Office of Structure Construction will be responsible for the discipline of Structure personnel.

5. **Safety and Accident Reports**: The Employee Safety Program for Structure personnel on construction projects will be administered by the Districts. Accident Reports of Structure field personnel will be evaluated by the District Safety Committees. For Structure employees, the accident reports are to be forwarded to Sacramento as soon as possible. Refer to *Bridge Construction Records and Procedures*, Volume I, Section 14 for more detailed instructions.

6. **Formal Authorization for the Total Project O.T.**: This will always be a District function since all projects will be District administered.

7. **Authorization for Individual Structure Personnel to Work O.T.**: This will be determined by the Structure Resident Engineer after consultation with the Bridge Construction Engineer. In some instances savings may be accomplished by utilizing the same employee for both road work and structure work.

8. **Training**: The Office of Structure Construction will provide specialized training while also taking advantage of training offered by the Districts in areas where Structure personnel are assigned. Certain Structure training courses will be made available to the Districts when requested.
To facilitate a more useful interchange of staffing at the project level, it is vital that every opportunity be taken for cross training in those areas where interchange of personnel will keep total staffing requirements to a minimum. In making maximum use of Structure and District personnel, it is necessary that personnel be well qualified for their work assignments.

9. Assigning People at Project Level: Project personnel will be interchanged freely when conditions require, such as when jobs are temporarily overstaffed or understaffed due to workload variations. The total project staff is a team and should be utilized as such. Before drawing on other sources for short-term staffing needs, full utilization of personnel assigned to a project is to be practiced. In making such assignments, the Resident Engineer will give due consideration to duties proper for the employee's grade, as well as the responsibilities of Structure and District personnel for technical control of work in their respective fields. However, no prolonged use of either class in the work of the other is to be made. This means that a Structure employee might be used on road work or a District employee on structure work full time for short periods, or a small portion of the time over a long period. If there is disagreement at the project level, it is imperative that the Construction Engineers and/or Managers be called in to settle the matter as early as possible.

At the job level, employees may be exchanged for short periods by oral instructions and entries in the job diaries will be sufficient for the record.

10. Changes in Assignments of Structure Personnel: The Office of Structure Construction will staff the projects for structure work and will keep the Resident Engineer and the District Office informed of potential changes in assignments of Structure personnel on their projects. This can best be accomplished by the Structure Representative keeping the Resident Engineer informed of changes at the project level and the Area Construction Managers and/or Bridge Construction Engineers keeping their counterparts in the Districts informed of potential changes of Structure Representatives. In addition, the District will receive copies of all Structure assignment letters in that District.

B. Field Offices and Record Keeping

1. Duplication of Records is to be Avoided: The Structure Representative is responsible for the Structure records. Structure records should be kept with District records in a common file unless it is not practical to do so; for example, if the Resident Engineer's and Structure Representative's offices are in different locations.

2. Clerical Help: Project clerical help must be utilized to the highest practical degree by both Structure and District personnel.

3. Signing Letters: The Resident Engineer's name should always appear at the bottom of all letters. The exact format and delegation of authority for signatures on letters involving Structure work will be determined by the Resident Engineer in consultation with the Structure Representative.
4. **Newsletters and Daily Reports:** Structures employees assigned as District Resident Engineers will conform to District instructions and send copies of whatever pertains to structure work in accordance with the instructions in Bridge Construction Memo 3-2.0.

5. **Construction Photographs:** The Structure Resident Engineer is responsible for taking construction photos of the bridges and other pertinent structure works. Refer to Bridge Construction Memo 3-4.0 for further instructions.

6. **Material Certification Procedures:** The Resident Engineer is responsible for the certification of all materials on the job. The Resident Engineer may require the Structure Representative to certify the materials used in structure construction. The Structure Representative will cooperate in providing the required certification for materials used in structure work. Refer to Bridge Construction Memo 9-2.0 for further instructions.

7. **Contract Change Orders Involving Structure Work:** Where structural changes are to be made, the decision to make the change, the intent or content of the CCO, any methods or restrictions in doing the work, and in general, anything affecting the structure are responsibilities of the Office of Structure Construction. Refer to Bridge Construction Memo 7-1.0 for further instructions.

   The format and wording (providing it does not change the structural intent) of the CCO, the method of payment, the manner in which the letter of transmittal explains the CCO, etc., are all responsibilities of the District.

8. **Supplies and Equipment:** All expendable supplies are to be furnished by the Districts. Non-expendable equipment such as torque wrenches, Schmidt hammers, elcometers, transits, levels, calculators, computers and other specialized equipment necessary for structure work will be supplied by the Office of Structure Construction. Every effort should be made to keep the total amount of equipment on the project to a minimum by joint use where possible.

9. **Claims Involving Structure Work:** Interpretation of specifications involving the structural and material aspects of the structure work is the responsibility of the Office of Structure Construction.

   Claims involving structure work will be reviewed by the Office of Structure Construction and recommendations made to the Districts. The Office of Structure Construction will then assist the Districts in the handling of the claims as requested.

10. **Settlement Periods for Fills Under Bridge Abutments:** These are specified by the Structure Foundation Branch of the Office Structural Foundations. It will be the responsibility of the Structure Representative to determine when settlement periods are to be terminated.

11. **Dealing With Agencies Such as Corps of Engineers, Reclamation Board, Flood Control Districts, or Coast Guard:** This is the basic responsibility of the Resident Engineer.
F Labor Compliance and E.E.O.

The basic responsibility will belong to the District. However, the Structure Representative will help whenever requested to do so by the Resident Engineer.