

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Corridor Management/Highway Operations - TMP	
WORKING TITLE Transportation Engineer	POSITION NUMBER 904-351-3135-XXX	REVISION DATE 11/03/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general direction of a Senior Transportation Engineer, the incumbent performs duties and activities that are representative of Highway Operations and Transportation Management Plan (TMP) functions. Typical work includes providing traffic operations/TMP deliverables for the capital outlay (CO), Maintenance, and locally funded projects, conducting Project Initiation Document (PID)/Encroachment Permit reviews, and performing Traffic Operations Program activities such as operational investigations/analyses, traffic impact studies, and Managed Lanes performance monitoring/reporting. Transportation Engineer (Civil) Range D requires registration as a Professional Engineer in the State of California and is expected to perform the following duties independently or with minimal supervision, to sign and stamp plans when needed, and to review the work performed by other Transportation Engineers. Possession of a valid California driver's license is also required.

**CORE COMPETENCIES:**

As a Transportation Engineer (Civil), 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	Perform operational studies of highways, freeways, interchanges, local streets, and intersections or review studies performed by others. Review and assist in preparing technical reports and other project development related documents.
30%	E	Prepare lane closure recommendations for construction projects, including the development of alternate route plans for detours, delay calculations for late closure removal damages and review recommendations developed by others. Assist in road user cost delay calculations for cost + time (A+B) bidding. Review traffic management and detour plans for highway construction projects. Develop/prepare TMP strategies, checklist, report, and deliverables for capital outlay, maintenance, and local funded projects. Review operations and TMP aspects of the project initiation documents, permit applications, local development proposals.
15%	E	Perform field investigation or collect, coordinate, review, and expand field data for Managed Lanes, congestion monitoring, and prepare technical reports. Field work may be required during peak or shoulder-of-peak hours. Communicate with the public, outside agencies, and others regarding operational issues.
15%	E	Represent the office in internal meetings to resolve operational/TMP issues and external meetings to resolve Agency concerns. Conduct ad hoc studies or review transportation research studies and software developed by others.
10%	E	Performs other duties, including but not limited to work on various technical or non-technical committees and task forces, cooperative effort with partnering agencies, and emergency response or disaster management. Capture meeting minutes, document engineering decisions and maintain project files. Prepare correspondence as necessary. Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Transportation Engineer Range D incumbents may act for the Senior TE when assigned. Supports the Emergency Operations Center (EOC) and Transportation Management Center (TMC) as required.

<sup>1</sup>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 is non-supervisory. However, the incumbent may be assigned as a lead worker within the branch, providing routine or clerical authority over others. May occasionally act as the senior transportation engineer.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS****Knowledge of:**

- Traffic engineering principles and their application to traffic analysis, highway design, and operations
- Good personal interaction skills and the ability to effectively deal with others in various situations
- Available resources to supplement his/her knowledge to make specific, definitive, and defensible decisions regarding traffic operations applications
- Computer applications for traffic analysis procedures and database management, spreadsheets, word processing, computer aided design and drafting (CADD)/Microstation/Autocad

**Ability to:**

- Analyze and summarize traffic data and highway operation scenarios using software tools including modeling and analytical applications
- Perform field trips for investigation and possess a valid California Driver's License
- Work independently and collaborate as part of a team
- Represent the Department in meetings
- Perform complex mathematical calculations
- Effectively communicate both verbally and in writing at a level required for successful job performance
- Prepare technical reports and other project related documentation
- Make appropriate, reasonable, feasible, defensible decisions and recommendations

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### Analytically:

- Check accuracy of own work and the work of others
- Develop, review, and recommend project alternatives
- Understand engineering principles and design standards
- Analyze situations accurately and take effective action

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

These duties are sensitive to the consequence of error. Errors or delays could result in increased travel delay to the traveling public. Errors and delays may also result in increased project costs or inappropriate measures being selected. In addition, the State could suffer serious loss of credibility and image arising from congestion and delay. This type of inconvenience is often publicized in the media and repetition could result in the loss of political and public support for Caltrans' programs.

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### PUBLIC AND INTERNAL CONTACTS

Daily contact with the public, contractors, engineers and architects, and with Caltrans and local agency staff, and law enforcement agencies is common. The incumbent establishes and maintains good working relationships with other divisions in the district and headquarters' managers and staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

#### Physical Requirements:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee may be required to sit or stand for long periods of time using a keyboard, mouse, and video display terminal.
- Other physical requirements include, but are not limited to climbing stairs, lifting/carrying/moving objects (i.e. files, books, binders, plan sheets, boxed collision reports, etc.); walking on uneven surfaces, up/down slopes, and adjacent to traffic.
- Employee will be required to use hands for computer keyboarding.
- Employee may be required to use graphic design software applications, designing and creating professional and attractive products.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.
- Employee will be required to travel to the field, and on occasion to travel to public meeting sites and set up products, answer questions, or make presentations.

#### Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

#### Emotional Requirements:

- Deal with all contacts in a calm and respectful manner, maintaining composure in the face of confrontation and in highly charged emotional situations.
- Must have the emotional ability to maintain a positive, customer service oriented attitude.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Overtime may be required and vacation restricted during peak times.

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### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee frequently drives a state vehicle, works outside to conduct field reviews or collect field data. Fieldwork may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, rain, heights, and moving vehicles or equipment.

While performing duties and conducting official State business, the State vehicle may be equipped with a Global Positioning System (GPS).

Travel, including on day and overnight trips, may be required.

Night work and overtime may be required.

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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.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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