

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 04/Transportation Safety	
WORKING TITLE Transportation Engineer	POSITION NUMBER 904-351-3135-XXX	REVISION DATE 08/21/2024

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 Transportation Engineer performs engineering duties and activities in the Division of Transportation Safety in either the Office of Traffic Safety Investigations or Office of Traffic Safety Engineering/Signing.

The incumbent in Traffic Safety Investigations is primarily responsible for conducting traffic safety investigations, preparing Traffic Investigation Reports (TIRs), and putting forward recommendations for improvements to the state highway system. Improvements include preparing Maintenance Work Orders (MWOs), and scoping and initiation of the Capital (reactive/proactive/minor) and Maintenance (HM-4) programs safety projects. Specific duties may include data gathering, engineering analysis, evaluation of options, recommendations, and review of reports compiled by an engineer. These reviews help identify areas for potential improvements.

The incumbent in Traffic Safety Engineering/Signing prepares plans, specifications and the engineer's estimate for the traffic safety and signing items of capital outlay/maintenance/local funded projects. Conducts field reviews of proposed traffic safety elements and sign locations. In addition, the incumbent provides safety recommendations and review to Project Development, Construction, and Maintenance as they design, construct, and maintain the projects delivered by the District. Signing incumbent determines the messages for signs and determines the proper sizes of all signs using state guidelines and appropriate design software.

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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

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- **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)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Prepare conceptual approvals and project initiation documents (PID), plans, special provisions, and cost estimates (PS&E) for various assigned projects, Prepare technical documentation such as memorandums, transmittal letters, and Traffic Investigation Reports (TIRs). Provide technical support as needed to other divisions and public inquiries. Review and develop alternatives, purpose and need, estimates, and make recommendations for transportation projects by using engineering knowledge and skills, and applying the appropriate design standards, guidelines, and manuals. Conduct traffic investigations, HSM Traffic Safety Analysis, and develop recommendations. Document engineering decisions. Ensure that all work is done in accordance with contract specifications, perform oversight and inspect work and operations in regards to safety traffic control, quality and quantity of work. Obtain traffic related data through field observations, manual field collection, automated data collection systems and data supplied by others. Upkeep Traffic Safety assets inventory, track projects, monitor related schedules and budgets, assist the Branch/Office Chief in the budget and resource allocation and management activities, compile and maintain project data on computer systems for use by the Branch, Office or the Division.
30% E	Acting as an engineering consultant and liaison to external agencies and permittees, provide instruction, guidance, and analysis. Prepare and review agreements and memorandums of understanding with other entities. Communicate with Public Information Office, the public, external agencies, and others regarding, but not limited to, traffic safety issues, public records, and public inquiries. Provide legal support to Caltrans' Legal Division, such as responding to requests regarding providing accident data, copy of all related materials in records, interrogatories, depositions, and informed witness testimonies regarding traffic-related matters. Maintain expertise and knowledge of pertinent laws, statutes and regulations, engineering solutions, design standards, and computerized information systems.
10% E	Attend mandatory and job-related training, which may require travel and overnight stay. Perform Emergency Operations Center (EOC) support duties and activities as needed. Transportation Engineer (Civil) Range D incumbents may act for the Senior Transportation Engineer when assigned.
10% M	Participate in internal and external teams and committees. Prepare and make presentations. Capture meeting minutes and maintain project files. Prepare correspondence as necessary.

¹ESSENTIAL 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 transportation safety and operations
- Traffic engineering principles and their application to design, construction and maintenance processes
- 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/safety applications such as the California Manual on Uniform Traffic Control Devices; California Vehicle Code; Caltrans Highway Design Manual, Standard Plans, Complete Intersections, HSIP Guidelines, Intersection Control Evaluation; Highway Safety Manual, Crash Modification Factors; various AASHTO, FHWA, TRB, or ITE Reports and Publications, etc
- Computer applications for traffic analysis procedures and database management, spreadsheets, word processing, computer aided design and drafting (CADD)/Microstation/Autocad, and file manipulation are a plus

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Ability to:

- 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

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

The employee makes decisions on matters regarding the general fields of highway and traffic engineering. Specifically, these decisions involve a wide range of measures to correct operating and safety deficiencies on state highways. Failure to implement sound and reasonable engineering decisions may affect traffic safety, traffic delay, project cost, and tort liability.

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.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following 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.
- On occasion, employee will be required to travel to public meeting sites and set up products, answer questions, or make presentations.

* Employee Will be required to protective equipment to perform field work, including eye protection (safety glasses), earplugs, safety vest, and hard hat.

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.
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- 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.

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 one-day or overnight trips, may be required.

Night work and overtime may be required.

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.)

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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