

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Traffic Safety Investigation	
WORKING TITLE Branch Chief	POSITION NUMBER 2070-904-355-3161-007	REVISION DATE 07/01/2023

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 the Office Chief, Traffic Safety Investigation, the incumbent serves as the branch chief responsible for managing and directing a team in performing activities in support of Caltrans Safety and Monitoring Programs, delivering the safety components and aspects of projects and activities on the State Highway System (SHS) in the responsible Bay Area counties, and providing support to the Legal Division.

The incumbent supervises a team of Transportation Engineers, administrative staff, and additional technical staff as needed.

The person assigned to this position must possess a valid California professional engineering license (Civil) in order to perform his/her duties. Possession of a valid California driver's license is also required.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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 - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Equity)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Cultivate Excellence - Engagement)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

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

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40%	E	<p>Direct and manage staff performing following functions:</p> <ul style="list-style-type: none"> - Conduct traffic investigations and prepare Traffic Investigation Reports (TIRs) - Conduct safety reviews, data collection, and traffic surveillance - Develop corrective/counter measures to improve traffic safety - Initiate capital (reactive/proactive/minor), and maintenance (HM-4) programs safety projects - Initiate Maintenance Work Orders (MWOs) for safety improvements - Perform Safety Monitoring Program activities - Perform LDR-IGR and encroachment permit reviews - Maintain and establish speed zone - Provide safety analysis as required - Advise on the usage and implementation of approved and piloted traffic safety and control devices - Provide support to Maintenance on safety matters - Provide support to ADA Accessibility Investigations
35%	E	<p>Review and provide response to inquiries and requests from public, external agencies, elected officials, and others on the traffic safety related matters. Represent the Department and the district at meetings and public hearings, make presentations, and provide consulting services related to traffic safety to local, regional and federal agencies, as well as community groups.</p>
15%	E	<p>Manages the workload and develops a staffing plan which identifies work priorities. Schedules and monitors progress of work and assures timely delivery of the office's products and services, in coordination with Headquarters' and District management, and external stakeholders. Verifies proper time-sheet charging practices are consistent with workload standards. Verifies staff activities are captured in Statewide tracking systems and staff workload is balanced meeting Department needs. Develops, monitors, and reports appropriate information relating to workload standards, performance measures, delivery of products and services, and expenditure of personal services and operating budgets, on a monthly basis, in coordination with the Division's administrative units. Reviews staff performance and products. Develops and executes individual development and training plans for all employees. Participates in recognizing excellent service and superior accomplishments. Closely monitors leave balances and time sheet submittal and ensures compliance with Department guidelines and procedures.</p>
5%	E	<p>Review and provide the accident data to internal divisions and offices such as Design, Planning, Environmental offices, as well as external agencies, and consultants. Provides accident data and support to the Legal Division.</p>
5%	M	<p>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. Supports the emergency operations center(EOC) as required. Serve as acting Office Chief or duty officer when designated.</p>

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

The incumbent supervises Transportation Engineers, Administrative Staff, and additional technical staff as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the incumbent to have extensive education and experience in transportation engineering and to possess a current registration as a civil engineer. The incumbent must be familiar with the various State and national manuals, codes, laws, regulations, warrants, standards for traffic safety and engineering, analysis tools, active transportation, project development and delivery, and have the judgment to apply this knowledge in a timely manner. The incumbent maybe summoned to testify in court on behalf of the State.

Ability to effectively interact with people in many diverse functions within the Department is essential.

Ability to administer an engineering program, plan and direct work of others, evaluate work quality and performance, prepare technical correspondence and complete comprehensive reports, address an audience effectively, analyze situations accurately and adopt an effective course of action, and communicate effectively orally and in writing is required.

This position requires extensive analytical work in transportation engineering, particularly traffic, transit, and public safety. The incumbent determines the need for and scope of traffic studies to be conducted through contacts with other agencies and the public, and schedules and monitors the progress of the studies. Incumbent must have extensive knowledge of engineering design, construction, and operations and a working knowledge of legislation, regulations, standards and policies applicable to the technical areas. Incumbent must be able to ascertain whether or not the technical studies comply with the law and meet acceptable professional standards.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is extremely sensitive to the consequences of error since most of the decisions and recommendations involve traffic issues and the traveling public. Decisions must be made quickly and must be based not only on familiarity with the various State and national manuals, codes, warrant, standards, but in many cases on the professional judgment and experience to the person responsible for making the decision. In addition to the obvious financial liability, the State could suffer serious loss of credibility and image with the general public arising from traffic and safety issues. Safety issues on a State highway are usually publicized in the media and repetition could ultimately result in the loss of political and public support of the Caltrans program. Without proper traffic safety program management, the needed safety and operational improvements might not be accomplished and/or funds for traffic improvements could be misspent.

PUBLIC AND INTERNAL CONTACTS

This position involves contact with outside agencies and members of the public. The incumbent represents Caltrans and participates in meetings with federal, state, regional, and local agencies. The incumbent establishes and maintains good working relationships with other divisions in the district and headquarters' managers and staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include the ability to work on a keyboard, exhibit manual dexterity, sit for long period of time, travel to work sites away from the office to perform field work on uneven surfaces in rugged areas that are near freeways and highways. Will be required to wear protective equipment to field work, including eye protection (safety glasses), earplugs, safety vest, and hard hat. Mental requirements include ability to sustain mental activity necessary for report writing, problem solving, analysis and reasoning when it comes to judgment that relates to public safety, emergencies and traffic safety. Must have the ability to multitask,

adapt to changes in priorities, and complete tasks or projects on time. Ability to sit for prolonged periods of time and may be required to work beyond normal work hours during emergencies. Must grasp the essence of new information and master new technical and business knowledge.

Emotional requirements include ability to: develop new insights into situations and apply innovative solutions to make organizational improvement, create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance, resolve emotionally charged issues reasonably and diplomatically, develop and maintain cooperative working relationships, behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public services, value cultural diversity and other individual differences in the workforce and ensure that the organization builds on these differences and that employees are treated in a fair and equitable manner.

WORK ENVIRONMENT

While their base of operations, the incumbent will work in a climate-controlled office under artificial lighting. The building temperature may fluctuate. The incumbent will be required to travel, work outdoors and be exposed to traffic, noise, uneven surfaces, and/or extreme heat and cold. Working nights and weekends 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.)

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

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