

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION D12 Maintenance and Operations/Traffic Operations	
WORKING TITLE Office Chief of Traffic Operations	POSITION NUMBER	REVISION DATE 10/22/2024

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 general direction of the Deputy District Director of Maintenance and Operations, a Career Executive Assignment - Level A (C.E.A. A), the Office Chief of Traffic Operations is responsible for all activities related to the planning, management, coordination of traffic system management and operations in Orange County.

CORE COMPETENCIES:

As a Supervising Trans 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Responsible for coordinating all phases of the District's traffic safety and operations activities which reduces traffic congestion and improves safety. Makes recommendations for operation projects to improve the performance of the existing highway system. Responsible for monitoring traffic and performance of the existing highway system; manages traffic for construction and maintenance activities incidents, and special events. Develops and implements policies to coordinate all phases of the District's traffic safety and operations activities which reduces traffic congestion and improves safety. Responsible for operations of electrical and all traffic management elements regulating traffic.
30% E	Responsible for overseeing District activities on truck-related issues. Responsible for overseeing issuance of encroachment permits for activities within state highway right of way. Responsible for traffic investigations and correctives measures; for intersections; the preparation of plans, specifications and estimates for highway signals; and the operation of the Traffic Management Center. Involved in the resolution of highly complex or politically sensitive problems; administrative and personnel matters; and inter-agency and public relations work. Represents the Department in meetings with federal, state, regional and local agencies concerning the scope and content of the Division's transportation program.
15% E	Consults with corporate Headquarters staff and District Division Chiefs on difficult technical, budget or administrative matters, and is responsible for directing resolution of highly technical and/or politically sensitive issues impacting assigned transportation projects. Advises the Deputy Director of Maintenance and Operations on the full range of complex issues related to the Traffic Operations program.
10% E	Implements and supports Task Management by assigning functional managers as appropriate for all project tasks, ensuring functional managers perform their responsibilities, including the planning and monitoring of budgets and schedules while producing quality services and deliverables and reporting progress status through the District's earned value management tool. Implements and supports Risk Management by signing off at each capital project's accountability check points, accepting the disposition of risks identified in project risk registers, and ensuring that functional unit communicate to Project Managers/Project Development Teams and update their risks throughout each project's life cycle.
5% M	Represents District 12 in making decisions to resolve highly technical or politically sensitive, inter-agency, and public relations issues. Represents the district in meetings with the public, California Transportation Commission, partner agencies, and other districts and headquarters functions. Advises the District Director and the Deputy District Director of Maintenance and Operations on complex issues related to the Transportation Safety program. May act as the Deputy District Director of Maintenance and Operations in their absence.

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

Directly supervises a staff of Senior Transportation Engineers and Staff Services Manager I. Supervision is administrative and technical in nature. May supervise retired annuitants, student assistants, consultants, and contractors. May occasionally act as the Deputy District Director of Maintenance and Operations.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various phases of transportation engineering and systems planning, transportation economics and financing, factors which influence the impact of transportation facilities of the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's affirmative action and labor relations objectives, a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives. Knowledge of methods of planning, organizing, directing and controlling projects, and principles and techniques of project development, supervision and personnel management.

Ability to administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively;

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analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, affirmative action and labor relations objectives.

Ability to plan, supervise and direct the activities of others, communicate effectively in written and oral forms, implement policy, formulate and implement procedures, and negotiate effectively with federal, state, regional and local agencies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Traffic Operations Program and the department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased expenses resulting from lost transportation system productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Design, Construction, Planning, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, OCTA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may be required to sit for long periods of time using a keyboard and video display terminal. Overtime may be required and vacation restricted during peak times and fiscal year end closing.

Most of the jobs in the Division require interaction with people. It is important that employees work with others in a cooperative manner. Employee must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Values cultural diversity and other individual differences in the workforce.

Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

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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.)

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