

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION 07 Operations/District Traffic Manager/LCM-TMT Unit
WORKING TITLE DTM Area Coordinator / TMT Sign Truck Driver	POSITION NUMBER 907-369-3175-XXX
	REVISION DATE

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 direct supervision of a Senior Transportation Engineer, the incumbent is required to review, coordinate and process all planned closure requests, prepare closure reports, assist in the preparation and reviewing of Transportation Management Plans for maintenance activities, act as a liaison with Construction, Maintenance, Permits and the Transportation Management Center (TMC) in resolving closure conflicts without adversely affecting public traffic.

CORE COMPETENCIES:

As a Transportation Engineer Tech, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Integrity)
- **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, 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Engagement, Integrity, Pride)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Cultivate Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
60%	Review, coordinate and process planned closure requests from Construction, Maintenance and Encroachment Permits.
20%	Act as a liaison with Construction, Maintenance, Permits and the Transportation Management Center (TMC) in resolving closure conflicts.

ADA Notice

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10%	E	Make simple traffic flow analysis requiring engineering judgment as it relates to traffic management. The information is used to prepare the permissible hours for freeway activities such as maintenance work.
5%	E	Respond to major incidents, special events or major planned closures for traffic management purposes when requested.
5%	M	Assist in the preparation and reviewing of Transportation Management Plans for maintenance activities.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Have a good working knowledge of, and be familiar with the State Highway System.
- Knowledge of fundamental traffic and transportation principles; basic departmental traffic management procedures as related to maintenance and construction activities; computer applications such as Microsoft Word and Excel; and the ability to learn new applications.
- Ability to communicate clearly, concisely and effectively in English, both verbally and in writing.
- Ability to organize information and data in a logical manner; maintain cordial and cooperative relations with those contacted during the course of work; and follow verbal and written directions.
- Possess a valid California Driver's License.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has the responsibility of assisting in the determination of allowable hours for planned closures, reviewing, coordinating, approving and disapproving planned closure requests. He/She is also responsible for making decisions consistent with field conditions to minimize traffic congestion and delay to the traveling public during planned lane closure activities. Poor judgment or decisions may result in increased traffic congestion and inconvenience to the traveling public.

PUBLIC AND INTERNAL CONTACTS

Daily phone contacts with various offices in the District, specifically with Construction, Maintenance and Permits to discuss their planned closure requests. May have contact with general public and Media/Public Affairs to answer inquiries on specific planned closures.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: Employee may be required to stand and/or sit for long periods of time using a computer keyboard and video display terminal. Employee may also be required to move large cumbersome reports from one location to another.

Mental Requirements: Sustained mental activity will be needed for report writing, problem solving, analysis and reasoning when it comes to judgment that relates to public safety by being able to understand the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects assigned on time.

Emotional Requirements: Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. Must have the ability to handle the public in a calm professional manner in all situations and be able to consider and respond appropriately in a tactful and respectful manner.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. Employee may be required to travel and work outdoors, during nights and outside normal work hours and may be exposed to dirt, noise, uneven surfaces and/or inclement weather conditions. Employee may be required to travel in state, but this travel is not very frequent.

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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

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