

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Highway Operations	
WORKING TITLE Branch Chief	POSITION NUMBER 904-351-3161-XXX	REVISION DATE 10/21/2024

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 the Office Chief, Highway Operations, System Management, the incumbent serves as the Branch Chief of Highway Operations for State Highway System (SHS) and Toll Bridges in the Bay Area. The incumbent is responsible for planning, implementing, monitoring and managing District 4's Traffic Operations related programs within the San Francisco Bay Area counties and Toll Bridges. The incumbent also oversees functional units responsible for Traffic Operations programs deliverables and development/delivery of the traffic engineering components of projects/activities on the State Highway System (SHS) and Bay Area Toll Bridges as well as providing support to the Legal Division on traffic operations matters.

The incumbent coordinates operations and project delivery activities, partners with external agencies, analyzes complex technical and financial situations, provides responses to internal and external inquiries, resolves technical issues and oversees program/project resources, schedules, and targets.

Must possess a valid California Professional Engineering License (CIVIL) and valid California Driver's License in order to perform their duties.

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.

TYPICAL DUTIES:

Percentage		Job Description
45%	E	Plans, coordinates, and directs work performed by units lead by Transportation Engineers engaged in the following traffic operations and Transportation Management Plan (TMP) functions: <ul style="list-style-type: none"> - Perform traffic operational investigations and operations program activities - Perform Managed Lane Management program activities - Provide Operations and TMP deliverables, such as various traffic/TMP related reports, data sheets, checklists, plans, specifications, and estimate for Capital Outlay, Maintenance, and locally funded projects. - Review Encroachment Permits, Project Initiation Documents (PID), IGR/CEQA documents - Perform Operations programs advisor and functional activities
15%	E	Provides technical direction, guidance, and leadership for development and operation of the Bay Area Managed Lanes system in cooperation with the Bay Area Infrastructure Authority and County congestion Management Agencies. This includes monitoring, performance reporting, identifying degradation, and developing improvement needs such as conversion from High Occupancy Vehicle Lane to High Occupancy Toll Lanes, adjusting hours of operation, raising occupancy requirements, capacity improvements.

ADA Notice

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15%	E	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.
10%	E	Review and provide response to inquiries and requests from public, external agencies, elected officials, and others for the area of responsibility. Provide support to the Legal Division.
10%	E	As required, interacts with staff of other public agencies, elected officials, law enforcement agencies, private citizens, consultants, contractors, etc, regarding traffic management issues. With support of public information officers, represents the Department and the District at meetings and public hearings. The incumbent makes presentations, and provides consultant services related to traffic operation to local, regional and federal agencies, as well as community groups.
5%	M	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 District Division Chief or duty officer when designated.

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 directly supervises senior engineering staff and other appropriate classifications as necessary. This position may also provide direction and guidance to staff supporting traffic, incident and emergency management activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have the following knowledge, skills, and ability:

- 1) Extensive knowledge and experience in traffic engineering.
- 2) Knowledge of various national/state manuals, codes, laws, regulations, warrants, standards for traffic engineering.
- 3) Ability to effectively interact with people in many diverse functions within the Department.
- 4) 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.
- 5) Knowledge of TMC operations, traffic management and traffic handling methods for Maintenance, emergency and Construction activities.
- 6) Strong interpersonal and active listening skills, to facilitate negotiation and mediation. Must be aware of regional governmental regulations/policies as they relate to traffic. Able to provide context sensitive feedback or solutions and conduct presentations.
- 7) Comprehensive analytical capabilities to provide solutions to complicated engineering problems as they pertain to the coordination of Planning, Traffic Operations, Maintenance, Construction and Permit Activities.
- 8) Understanding of Caltrans project development process and be familiar with the various State and National manuals, codes, laws, regulations, warrants, standards, etc. relating to traffic engineering and have the ability and judgment to apply the knowledge and make a decision in a timely manner.
- 9) Able to visualize and analyze the parameters involved in developing cost effective measures to realize needed operational and safety requirements in design, work plans, and other processes. Responsible in the development of priorities among non-project related activities.
- 10) Overall knowledge of state contract management procedures and managerial skills such as monitoring and programming operating budget and personal services dollars, and principles and techniques of supervision and personnel management.
- 11) Ability to resolve highly technical and/or politically sensitive problems, administrative and personnel matters, and interagency and public relations.
- 12) Ability to have ability to establish and maintain strong cooperative relations with those contacted in the course of work and possess strong skills in written and verbal communication. Imaginative and creative leadership skills are highly desirable.
- 13) Knowledge of change management and be able to develop a program, direct and manage the staff engaged in that program.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must use sound professional judgment to ensure proper decisions affecting work under his/her responsibility. Must make sound and timely decisions relating to the development and implementation of operations and freeway management strategies. projects. Decisions not properly made or coordinated with Headquarters, other Districts and various partners (including California Highway Patrol (CHP), Metropolitan Transportation Commission (MTC), local/regional agencies) could lead to program failure, increased congestion, and liability exposure to the Department. Additionally, it would impact the District's ability to meet the need for the safe and improved operation of the State highway system and effectively move people, goods, and services with a minimum of congestion and delay.

PUBLIC AND INTERNAL CONTACTS

Requires frequent contacts with internal personnel within the Division and outside the Division including the Divisions of Design, Project Management, Construction, Maintenance, External Affairs, and Administration, as well as, Caltrans Headquarters personnel, other districts, and field personnel, the California Highway Patrol, allied agencies, and the general public. Meetings and briefings with external agency staff of all levels is likely. Media contact may be involved. Caltrans personnel contacts may range from Directors to Office Assistant level.

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 multi-task, 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.)

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