

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 5 - Traffic Safety Systems	
WORKING TITLE Traffic Engineer	POSITION NUMBER 905-355-3135-003	REVISION DATE 09/12/2023

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 direction of the Senior Transportation Engineer, the employee is responsible for preparing Engineering and Traffic Surveys (E&TS) and spot speed studies as needed for design and traffic safety, conducting Category 3 Traffic Investigations, and collaborating with traffic safety team members. Duties include gathering vehicle speed data using LIDAR, performing field reviews, technical documentation for Engineering and Traffic Surveys including strip maps in CAD Software, identifying potential safety and/or operational deficiencies on the state highway system, preparation of maintenance work orders, project initiation forms, and sign installation orders. The employee will be required to travel on a district wide basis, provide legal support to the Department's Legal Division, and testify in court on traffic related issues as required. The employee can attend public meetings and hearings to explain decision making, methodology, and policy regarding the setting of speed limits.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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 - Engagement, 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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Innovation, 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, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Cultivate Excellence - Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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50%	E	Prepares Engineering and Traffic Surveys (E&TS) in accordance with the California Vehicle Code, the 2014 California Manual on Uniform Traffic Control Devices, and the 2020 California Manual for Setting Speed Limits. This position gathers vehicle speed data using LIDAR and performs field reviews on a district wide basis to inform engineering reports.
20%	E	Performs Category 3 Traffic Investigations. Duties include conducting, reviewing, and documenting traffic investigations requested by citizen, intradepartmental, or intergovernmental inquiries. Investigator identifies potential safety and/or operational deficiencies on the state highway system and recommend improvements where applicable and warranted. This position gathers data and conducts investigations including analysis of collision data and field reviews on a district wide basis. Assists in the preparation of project initiation forms, maintenance work orders, sign installation orders, and closeout of investigations after improvements have been completed. Prepares follow up correspondence, including letters to the original requester. Testifies in court on traffic related issues as required.
15%	E	Technical writing and processing of speed and collision data. Evaluate the data and make engineering recommendations that follow California Vehicle Code, California Manual on Uniform Traffic Control Devices, and other applicable standards and guidelines. Prepare Microstation strip maps for speed limit installation and prepare sign installation and maintenance work orders per approved recommendations.
5%	E	Consults with local authorities and law enforcement agencies on speed limits. Attends public meetings and hearings to explain speed limit methodology, decision making regarding speed limits, and Caltrans general policy regarding speed limits. Testifies in court on related issues as required.
5%	E	Provides legal support. Duties include providing support such as interrogatories, depositions, and informed witness testimonies to Caltrans Legal Division regarding traffic related matters. Other miscellaneous duties includes legal support or California Privacy Rights Acts (CPRA) request fulfillment.
5%	M	Attends training courses, provides formal or informal training to others, participate in internal and external teams and committees, and attends staff and safety meetings. Performs general office duties such as filing and organizing both electronic and hard copy project files, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.

<sup>1</sup>ESSENTIAL 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. Works under the direction of a Senior Transportation Engineer (Supervisor), a registered Civil Engineer. This position does not supervise other employees. However, the incumbent may be given the authority to lead in the absence of the supervisor. The lead person reviews work, assigns tasks, and prepares recommendations relating to work assignments.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possession of a valid Driver's License is required when operating a state or personal vehicle on official business in performance of their duties driving to various field locations as required.

- Knowledge of civil and traffic engineering principles and practices as applied to the planning, design, construction, maintenance, and operations of state highways.
- Knowledge of CA MUTCD and 2020 California Manual on Setting Speed Limits
- Knowledge of the functional and organizational characteristics of the Division.
- Knowledge of computers and the Department's standard software including Microsoft Suite and CAD software.
- Ability to apply engineering principles and practices to research, analyze, and design good workable and cost-effective solutions.
- Ability to organize, plan, and complete work in a timely fashion.
- Ability to communicate effectively in writing and verbally with other Caltrans personnel, other agencies, the general public and the private sector.
- Ability to make neat and accurate computations and engineering notes and to prepare reports.

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- Ability to establish and maintain professional and cooperative relations with those contacted in the course of the work.
- Ability to work independently, learn quickly, analyze situations, and communicate tactfully and effectively with a variety of people with different backgrounds, experiences and attitudes.

You may obtain a copy of the class specifications and salary information at [www.calhr.ca.gov](http://www.calhr.ca.gov)

### 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 operational 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 general public, local agencies, and internal functional units is common. Employee must have the ability to clearly communicate policy, regulations, and technical data in written form and verbally. Employee may answer public inquiries and complaints regarding highway traffic matters. This position deals with the general public, local agency personnel, law enforcement officers, attorneys, and court officers.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The requirements 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 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 objects without causing injury (i.e. files, books, binders, plan sheets, etc.), twisting, stretching, bending, stooping, and kneeling. Employee may be required to use Microstation and Microsoft Office software applications to design and create professional products and functional spreadsheet.

Employee will be required to perform outdoor engineering field work. Employee may be required to work within a noisy and occasionally distracting work environment and be asked to simultaneously work on multiple work assignments at one time. During periods of peak workload, overtime may be required. Employee must be able to evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration. Incumbent must be able to walk, stand and/or sit for long periods of time.

Employee must work with others in a cooperative manner and deal with all contacts in a calm and respectful manner, and maintain composure in the face of confrontation and in highly charged emotional situations. Employee must have the emotional ability to maintain a positive customer service oriented attitude and resolve emotionally charged issues reasonably and diplomatically.

### 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.

Employee will be based at the District 5 Office, a climate-controlled office under artificial lighting. While performing the duties of this job, the employee frequently works outside to conduct field reviews or collect field data. Field reviews may expose the employee to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, extreme cold or hot weather, rain, heights, and moving vehicles or equipment. A significant portion of the time, the Employee works away from the office, usually traveling and working alone, sometimes for more than one day at a time. 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.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location.

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Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE