

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 9/Traffic Operations/Safety	
WORKING TITLE District Safety Specialist	POSITION NUMBER 909-351-3135-XXX	REVISION DATE 02/04/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the general direction of the District Safety Engineer, a Senior Transportation Engineer, the District Safety Specialist is responsible for all activities relating to the development and monitoring of the District Road Safety Action Plan, District Road Safety Infrastructure Plan, and is responsible for Project and Field Safety Reviews, Local Development Safety Reviews, Permit Safety Reviews, and responds to safety related matters. Incumbent must possess and maintain a valid driver's license when operating State vehicles.

**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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Employee Excellence - Collaboration, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Innovation, Stewardship)
- **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. (Safety, Prosperity - Collaboration, Integrity)
- **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, Prosperity - Collaboration, Innovation, Integrity)
- **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. (Employee Excellence - Collaboration, Stewardship)
- **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. (Safety, Prosperity - Innovation, 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. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Prosperity - Innovation, Stewardship)
- **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. (Prosperity, Employee Excellence - Collaboration, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
40% E	The District Safety Specialist, as the lead and single focal point for the District Road Safety Action Plan (RSAP) and the Road Safety Infrastructure Plan (RSIP) plans, organizes, leads, and monitors the attainment of the Department and District safety goals and objectives in coordination with District Divisions and Headquarters Division of Safety Programs. Develops and maintains the District RSAP, attends project development team meetings as the safe system representative, and ensures projects align with the Federal Highways Safe Systems Approach and District Safety Plan.

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30%	E	Evaluate safety investigations recommendations and provide project safety reviews to ensure that attainment of project goals. Prioritizing the safety of all roadway users over competing transportation outcomes and focusing on the goals of reducing fatal and serious injuries. This includes leveraging existing objectives, priorities, and long-range plans for Maintenance, Planning, and Capital programs, including efforts such as Wrong-way Driver Systemic Improvements, Cross-over Collision Monitoring, Bicycle and Pedestrian Safety Improvement Monitoring, and Run-off -road Collision Monitoring. Make recommendations for projects to improve the performance and safety of the highway system , aligning performance measures and asset management plan elements with District priorities. Propose projects to fulfill the District's HM4 safety program goals and develops policies to coordinate all phases of traffic safety and operations to reduce fatal and serious injury collisions. Follow-up and report on collision rates after the implementation of safety system items and maintenance installation orders.
20%	E	Perform project safety reviews during necessary phases of project development including project initiation, project reports, plans, specifications, estimates, and traffic management plans to ensure compliance with safety standards and implementation of safe systems suitable for field conditions. Oversees safety reviews including permit oversight projects, local development initiatives, ensuring alignment with safety objectives. Lead safety review meetings to address concerns, recommend improvements, and integrate safety considerations throughout project development.
10%	M	Conduct comprehensive field reviews of construction, maintenance, survey, and encroachment traffic controls, monitoring contractors' operations and workers' activities with consideration of traffic conditions, including nighttime reviews when necessary. These reviews ensure compliance with Cal OSHA regulations, Caltrans standards, and other safety manuals, policies, and procedures. Advises on safety meetings, such as quarterly Construction Safety Coordinators meetings, pre-construction meetings, and monthly safety calls, supports ongoing efforts to promote a safe work environment and resolve safety concerns effectively.

<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**

This position does not have any supervisory duties but may provide leadership, direction, and program specific guidance on transportation safety to various engineering, planning, maintenance, and administrative staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of the Department's strategic goals, objectives, policy direction and various phases of transportation; practices and procedures associated with operational and safety investigations, analyzing traffic crashes and developing recommendations for improvements; the California Manual on Uniform Traffic Control Devices; principles and practices of program development, project development, capital budgeting, laws, rules, and procedures applicable to the Department.

Ability to work independently, and plan, organize, direct, and work through others including multi-disciplinary professional engineering and administrative staff; develop and integrate the activities of a program to attain desired goals; resolve complex conflicts, and provide direction; provide advice on safety matters and negotiate acceptable solutions; innovate and promote new strategies, products, and procedures; analyze technical data, complex problems and situations, and recommend effective courses of action; apply logic and creativity in decision making processes; prepare correspondence, comprehensive reports, and perform technical reviews; monitor and track progress and performance and make recommendations for improvement; address an audience and make effective presentations; communicate effectively and possess sound techniques for addressing sensitive issues. The incumbent must possess well-developed communication skills, both verbal and written and must be able to effectively interface with Headquarters and District counterparts, as well as with external agency staff and the public.

Must have knowledge of highway construction procedures and equipment. Must have the ability to recognize and anticipate unsafe conditions by a contractor's operation in order to advise the Resident Engineer accordingly. Must have knowledge of contract administration practices and procedures. Must be able to act decisively on issues related to safety and aid in negotiated resolution of issues between Construction personnel, other Senior level staff and contractors. Must have the ability to establish and maintain friendly and cooperative relations with those contacted in the course of work and to communicate effectively, both orally and in writing with others within or outside the Department of Transportation organization. Must have the ability to act as a technical advisor and assist the District's administration of contractor's safety compliance to ensure the contract conformance with all safety laws and regulations. Must have the ability to identify and promote safe operational methods to reduce collisions and personal injuries.

Must have a valid California Driver's License.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent develops policies and provides strategic direction, short and long term objectives, and goals for implementation of transportation safety improvements in Inyo, Mono and Eastern Kern Counties. The consequences of error are significant as they can cause impact to the public, loss of resources, funding support, federal reimbursement, legislative support and the opportunity to solve critical transportation issues across the district. Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department.

**PUBLIC AND INTERNAL CONTACTS**

Incumbent may be required to speak in public on transportation matters. The incumbent will be required to travel to field or external offices within the District and state to attend meetings and events. The incumbent will routinely have contact with other State personnel, contractors, consultants, and representatives from public agencies to transmit or obtain relevant project information. These contacts will be verbal or written, as needed to perform the assignment. The Employee must be able to communicate effectively and positively with all levels of personnel in the District, Headquarters, consultants and other local agency personnel. Must be able to respond to customer service requests in a timely, efficient, and professional manner.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

**Physical:** Outdoor activities require the ability to walk, stand, stoop, bend, kneel, and move equipment. Requires manual dexterity to operate computer for preparation of reports and various forms. Required to be trained in first aid/CPR and apply this skill in the event of an emergency. Must be able to travel for sustained periods of time and/or on uneven terrain. The location of a construction site may necessitate traveling on long stretches of highway through mountains, deserts and urban areas. Some terrain may cause the jostling of a vehicle occupant. The incumbent will be required to travel to field or external offices within the District and state to attend meetings and events.

**Mental:** The incumbent must be able to work under stressful conditions and restricted time frames, quickly analyzing and responding to requests for information or direction. Incumbent must be able to interpret and analyze printed and electronic materials, including such items as projects plans, project status reports, policies and procedures, and use appropriate implementation actions necessary to accomplish assigned projects. Must be able to sustain mental activity to write reports, solve problems, analyze, and arrive at solutions to the safety concerns related to field operations and take the initiative to effectuate corrective action. The incumbent must be able to adapt to changes in priorities, and complete assignments timely.

**Emotional:** The incumbent is required to develop and maintain cooperative working relationships, respond appropriately and tactfully to difficult situations; recognize emotionally charged issues or problems, acknowledge various responses, maintain emotional control, and apply sound judgment in problem solving.

**WORK ENVIRONMENT**

The position is located physically in the District 9, Bishop office, which is climate-controlled and under artificial lighting. The incumbent will be exposed to computers, various lighting conditions - including but not limited to artificial lighting in a standard work cubicle and may be required to stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. While in the field, the incumbent may be exposed to a variety field conditions, including wet, rainy, cold or hot weather. Hard hat, safety vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional travel and overnight stays may be required.

**TELEWORK** - 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. 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.)

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.

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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

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