

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Traffic Operations/TMP/District Traffic Management	
WORKING TITLE District Traffic Manager	POSITION NUMBER 908-350-3161-007	REVISION DATE 9/7/2023

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 Supervising Transportation Engineer, the Senior Transportation Engineer is responsible for supervising and coordinating the activities of the Office of Transportation Management. Directs the development of Traffic Management Plans (TMP's) and lane closure charts for all of District 8 Projects. Oversees the approval for lane closures for the District. The amount and availability of telework and/or office work will be determined by the Department based on the functions of each position.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Innovation)
- **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. (Cultivate Excellence - 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. (Cultivate Excellence - Engagement)
- **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. (Advance Equity and Livability in all Communities - Equity)
- **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. (Advance Equity and Livability in all Communities - Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Pride)
- **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 - Engagement)
- **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 - Engagement, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Directs the development of Traffic Management Plans (TMP's) and lane closure charts for all District 8 Projects. TMP's to mitigate the effects of construction on the traveling public are required to be developed for all projects prior to PS approval and refined at major milestones, i.e. PAED, 35, 65, and 95% PS&Es. The TMPs are to be monitored during construction to ensure adequate mitigation is in place to prevent unnecessary delays due to construction. Lane closure charts based upon delay calculations using estimated traffic volumes at the time of construction must be included in the special provisions for each capital project. They define when lane and ramp closures will be allowed during the project construction, and also when they are not allowed due to traffic volumes, holiday periods, weather conditions, etc.
30%	E	Directs the activities for the District Traffic Manager function by reviewing and approving or disapproving all lane and ramp closures on all Inland Empire State highways, including those for maintenance, construction and permit work. Advises on project scheduling to mitigate traffic impacts. Develops and publishes appropriate lane closure charts. Determines the need for Lane Closure Review Committee approval on closures. Advises project development and local agency staff on the use of lane closure alternatives such as 55 hour closures.
10%	E	Contract Manager for District Freeway Service Patrol contracts by employing freeway service patrols used to mitigate traffic delays due to disabled vehicles during peak hours and/or construction projects are important to the mobility and safety of the Inland Empire Freeways. Contracts are required with both the California Highway Patrol (CHP) and towing companies.
10%	E	Plan, direct, coach, motivate and train staff to help them develop their skill set so that they can contribute towards accomplishing the Department's Mission, Vision and Goals. Provide a work environment conducive to creativity, respect for one another and fostering teamwork. Responsible for dealing with staff's personnel and administrative matters including completing Staff's Individual Development Plans (IDP), probation reports and annual performance evaluations.
5%	M	Prepares correspondence in response to letters received from elected officials, cities, counties, regions and other State and federal government agencies and concerned citizens relative to delays from construction closures.
5%	M	Supervise and provide guidance to staff to ensure safety and mobility of the motorists. Attend weekly staff meeting with the DDD, schedule weekly staff meeting with staff to keep them informed of latest issues. Organize and conduct quarterly safety meetings.

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 nine (9) Transportation Civil Engineers, and one (1) Transportation Engineer Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the incumbent to have knowledge of various phases of transportation engineering, specifically, design, construction and traffic operations. The mission, goals, laws and rules to be implemented by the Department; principles of personnel management and supervision; and supervisor's role in meeting the objectives of the equal opportunity, health and safety and labor relations program. The incumbent must have an understanding of computer applications utilized by DTM, and basic knowledge of communications systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to evaluate situations accurately and take effective actions; make decisions independently; communicate effectively; speak clearly and concisely; control communications when necessary; and deal tactfully with the public, co-workers and others. The DTM must use tact in working with all types of people, is responsible for making diplomatic decisions consistent with State policies and regulations. Good judgment and tact are a prerequisite in all actions. Any failure in this area can result in embarrassment to the Department and the District.

PUBLIC AND INTERNAL CONTACTS

Has regular contact with Caltrans' office, public and local agencies. These contacts could be by telephone, personal contact and in writing. Because of sensitive issues that may be involved, this position requires a pleasant personality an ability to interact favorably with the public and fellow employees and subordinates.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: Employee may be required to sit for long periods of time using a keyboard and video display terminal. Requires occasional bending, stooping and light lifting.

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Mental Requirements: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Must be able to accept public criticism.

Emotional Requirements: Must be able to develop and maintain cooperative working relationships and appreciate cultural diversity and other individual differences in the workforce. May be subject to and have the ability to handle irate situations in a calm manner. Must be able to coordinate directions and information with other staff in a non-condescending manner.

WORK ENVIRONMENT

You will work in a climate-controlled office and under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee is working in large open office with other state employees.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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.

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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