

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Safety Programs/ Safety Systems & Devices	
WORKING TITLE Traffic Signs and Safety Devices Branch	POSITION NUMBER 913-355-3161-005	REVISION DATE 01/28/2025

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 general direction of the Office Chief of Safety Systems and Devices (OSSD), a Supervising Transportation Engineer, the incumbent, a Senior Transportation Engineer, manages, supervises, and guides staff and functions of the Traffic Signs and Engineering Support Branch.

The incumbent supports the Division of Safety Program and districts in implementing a Safe System approach on the State Highway System and develops and implements uniform standards for regional partners and local roads to help California meet its Strategic Highway Safety Program and Highway Safety Improvement Program goals. The Safe System approach aims to eliminate fatal and serious injuries for all road users. It does so through a holistic view of the road system that first anticipates human mistakes and second keeps impact energy on the human body at tolerable levels.

The incumbent develops, maintains, and revises Part 2 (Signs) of the California Manual on Uniform Traffic Control Devices (CAMUTCD) and the California Numbered Exit Uniform System on a statewide basis; develops Specifications, Standard Plans, and construction details (including but not limited to Section 12 of the CAMUTCD; and addresses other guidelines regarding roadside signs; monitors District production and develops workload standards for Sign Orders, Tourist Oriented Directional Sign (TODS), and Specific Service (Business Logo) Sign programs; and provides technical advice and engineering support for the uniform application of signs in California.

The incumbent elevates focus on taking an engineering approach to achieving the Strategic Highway Safety Plan and Caltrans' goal of zero fatalities and serious injuries by 2050. The incumbent also integrates the Safe System Approach and proven safety countermeasures into guidance, plans, specifications, and communications to achieve a safe, well-connected transportation network for people using all modes of transportation.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
20% E	<p>Elevates focus on taking an engineering approach to achieving the Strategic Highway Safety Plan and Caltrans' goal of zero fatalities and serious injuries by 2050. Integrates the Safe System Approach and proven safety countermeasures into guidance, plans, specifications, and communications to achieve a safe, well-connected transportation network for people using all modes of transportation.</p> <p>As a technical and subject matter expert in traffic safety engineering, coordinates with Headquarters (HQ) Divisions of Maintenance, Design, Construction, Research, Innovation, and System Information (DRISI) to ensure consistency in developing statewide strategies, guidance, policies, and procedures governing signs. Develops, updates, and maintains Part 2 of the CAMUTCD based upon the most recently released version of the Federal Highway Administration's (FHWA) MUTCD as amended for use in California. Includes updates of any new state laws for official traffic signs. Clarifies existing and new policies issued by Caltrans and/or recommended by the California Traffic Control Devices Committee (CTCDC) for inclusion into Part 2 of the CAMUTCD. Acts as the Department's liaison with other governmental agencies, industry, and trade associations to incorporate changes in science, technology, and practices for traffic signs.</p> <p>Conducts, sponsors, participates in and represents the Division of Safety Programs on various task forces, workshops, conferences, and quality teams associated with developing and disseminating standards, policies, and specifications in the area of safety signs and devices.</p> <p>Leads cross-functional teams responsible for implementing strategic objectives and supports the Division and districts in implementing strategic objectives.</p>

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20%	E	<p>Develops, updates, and maintains Standard Plans, Standard Specifications, Bid Items, and Standard Special Provisions pertaining to Signs. Develops new and revised Plans, Specifications, and Standard Special Provisions. Develops and approves non-standard Special Provisions. Provides consultation to Districts, Construction, Maintenance, Legal, and the California Division of the Office of FHWA and ensures conformity with the CAMUTCD.</p> <p>Manages, plans, organizes, coordinates the activities for, and implements Sign Orders, TODS, and Business Logo programs. Reviews and develops exceptions based on requests from stakeholders related to requests as necessary. Monitors district activities related to these programs and provides guidance and assistance to district coordinators. Provides technical support and prepares program-related correspondence for distribution to districts and other stakeholders (including the public).</p>
20%	E	<p>Supervision: Supervises, coordinates, and oversees all Branch staff and operations (including onboarding/offboarding). Monitors branch workload, establishes priorities and develops strategies to increase productivity and performance levels to achieve Branch and Office targets. Serves as a subject matter expert to advise the Office Chief of OSSD to recommend resources and engineering support to meet critical needs and ensure that branch priorities are reflected in the overall office resourcing and prioritization.</p> <p>Coaches and mentors staff and creates opportunities for employee development. Provides staff with feedback on their job performance that entails constructive feedback through regular monitoring of their workload and productivity. Enhances employee morale and engagement by acknowledging good work and contributions through formal and informal appreciation efforts. Takes timely action and collaborates with the Offices of Discipline Services, Health and Safety, EEO, Human Resources, etc. for all disciplinary and personnel-related matters as appropriate. Processes timely probation reports, annual performance reviews, and annual training plans. Establishes and upholds employee expectations and telework agreements (if appropriate) and develops plans and tools to build employee strengths and close performance gaps.</p>
15%	E	<p>Serves as the functional manager. Develops and enforces production unit and workload standards to validate allocations and resources of assigned project codes. Develops proposed constrained workload hours and operating expense (OE) (including contracts) to balance statewide needs with available resources. Supports the Office Chief with coordinating OSSD transportation engineer resources to provide effective engineering support services to the entire office. Oversees the development of contracts and statewide policies, guidelines, and procedures related to program functions. Leads cross-functional teams responsible for implementing strategic objectives and supports the Division and districts in implementing strategic objectives.</p> <p>Assesses the status of projects and develops work assignments accordingly. Develops strategies to increase productivity and performance levels to achieve OSSD performance targets. Supports innovation, research, and tests of new technologies and strategies to improve transportation management and performance monitoring. Assists with grant and research opportunities. Prepares correspondence, reports, and technical articles for project-related publications and/or presentations. Assists with preparing Budget Change Requests, Finance Letters, and issue papers. Updates executive management and responds to Control Agency inquiries. Reviews legislative bills and responds to legislative requests for information and requests from other State Departments of Transportation and agencies.</p>
10%	E	<p>Creates and coordinates State-furnished materials sign procurement contracts that supply signs for warehouse stock and maintenance or replacement in-kind of custom and stock signs. Ensures compliance with contract provisions, monitors contract progress per project schedule, and monitors expenditures. Timely identifies and resolves contract issues and disputes with contractors. Updates and revises contracts in bid cycles. Ensures conformity with the CAMUTCD and sign sheeting procurement policies. Serves as a liaison between the Headquarters Division of Safety Programs, districts (including district Sign Coordinators), the Divisions of Construction, Maintenance, Procurement and Contracts, Accounting, and the Sacramento Warehouse.</p>

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10% E Reviews legislative bills and responds to legislative requests for information and requests from other State Departments of Transportation and agencies. Prepares Deputy Directives, traffic safety memorandums, traffic safety bulletins, and other informational documents related to safety systems and devices. Provides legal testimony in declarations and depositions.

As part of the implementation of training and development of the Division of Safety Programs and in collaboration with other stakeholder divisions, collaborates, coordinates, prepares, facilitates, and conducts statewide technical training at various venues for Department staff on safety signs and devices. Develops fact sheets, presentations, and data analytics on safety signs and devices to districts, headquarters, and executive management. Creates, reviews, updates, and maintains content on the Division's intranet and internet website.

5% M Leads and completes a variety of special projects and assignments as needed by the Chief Safety Officer, Deputy Division Chief, and Office Chief. Performs other work commensurate with the Senior Transportation Engineer classification. May occasionally act as the Chief, Office of Safety Systems and Devices.

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

Directly supervises a team of engineering and other rank and file staff. May supervise retired annuitants, student assistants, consultants, and contractors. May occasionally act as the Chief, Office of Safety Systems and Devices.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers is required. It is desirable for the incumbent to have a Road Safety Professional (RSP) Certification.

Must have knowledge of the principles of traffic engineering, traffic safety, and traffic management; highway design; traffic and construction policies, procedures, standards and other factors relating to transportation facilities; organizational and engineering functions (both within and outside of Caltrans) that pertain to design, operations, maintenance, and construction of all types of transportation facilities; factors which influence the impact of transportation facilities on the environment, the community and the economy.

Must have knowledge of transportation principles and methods and the ability to apply the national best practices at Caltrans to improve capabilities and success in meeting goals. Must have an understanding of how TMS elements and traffic control devices are applied. Must have a thorough knowledge of Caltrans' organization and policies; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management, and evaluation.

Must have the ability to supervise multi-disciplinary, technical staff. As a supervisor, requires knowledge of and the ability to implement principles and techniques of personnel management and supervision; the supervisor's role in equal employment opportunity, health and safety, personnel-related, and labor relations programs; and the processes required to meet their objectives. Requires the ability to communicate effectively (both orally and in writing) with multiple audiences; establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; participate in public contact and represent Caltrans; serve in a consulting capacity to other divisions and districts; and respond appropriately to difficult situations.

Must be able to apply sound judgment in problem solving; work productively in a busy and often changing environment; perform multiple tasks simultaneously; maintain a project schedule; accurately and timely follow-up on issues; and effectively interact with many levels of people in a cooperative manner. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice. Requires proficiency with Microsoft (MS) Office programs (including MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Teams), Adobe Acrobat, Cisco WebEx, and using the internet.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Traffic Operations Program and the Department. Inability to carry out this

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position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased expenses resulting from lost Transportation System productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Design, Construction, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must: quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services. The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and facilitate and maintain a work environment that encourages creative thinking and innovation.

Must have the ability to work with a computer and have manual dexterity. Required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

WORK ENVIRONMENT

This position's headquartered location is Sacramento, CA. While at the base of operation, the incumbent works in a climate-controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent is required to travel within the state and may be required to travel out-of-state for business operations. The incumbent travels on a monthly basis to other districts to facilitate and conduct statewide technical training. The incumbent is required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered 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.)

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