

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION Maintenance & Operations/Work Zone Operations Branch	
WORKING TITLE Traffic Management Team (TMT)	POSITION NUMBER 906-350-3175	REVISION DATE 08/20/2024

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 supervision of a Senior Transportation Engineer, Traffic Management Team (TMT) members respond to traffic incidents and queuing of traffic within construction and maintenance work zones throughout the District. Members operate a truck equipped with a changeable, programmable message sign. The signs are used to warn motorists in advance of traffic problems and special circumstances ahead. Members are also instrumental in planning and implementing traffic control measures during planned events as well as initiating emergency traffic control measures in response to incidents. The TMT staff are essential components of the district incident response plans and may be called upon on weekends, work nights and holidays. Team members may also be asked to work within the TMC when needed. A Department of Justice clearance is required for this position.

CORE COMPETENCIES:

As a Transportation Engineer Tech, 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 - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement)
- **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 - Engagement)
- **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. (Cultivate Excellence - Engagement)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Advance Equity and Livability in all Communities - Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Engagement)
- **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 - Equity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Pride)

TYPICAL DUTIES:

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

ADA Notice

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65%	E	TRAFFIC MANAGEMENT: Serve as a member of the Traffic Management Team (TMT); respond to traffic incidents and queuing of traffic in construction and maintenance work zones. Plan and manage traffic control for special events, to minimize traffic delay. Incorporate lane closure charts and historical information into Transportation Management Plans for special events, maintenance, and construction projects. Work closely with the Freeway Service Patrol (FSP), Maintenance, and Construction personnel. Maintain all TMT equipment to be in operational readiness. Patrol traffic throughout the district during peak periods for potential traffic problems.
25%	E	TRAFFIC PLANNING AND ENGINEERING: Collect traffic flow and incident data. Analyze traffic flow patterns and operations. Assist in the preparation of traffic control plans and special operations during major events. Assist in planning of alternate routes (Detour Maps) and methods for direction of traffic and executing the plan during actual emergency highway closures. Assist in the preparation of Transportation Management Plans (TMP) and concurrence of lane closures within the Lane Closure System for Maintenance, Permits and Construction projects. Assist in the preparation for planned and/or emergency highway closures. Conduct travel time studies and congestion surveillance.
10%	M	STAFF AND OPERATE TRANSPORTATION MANAGEMENT CENTER (TMC): Serve as backup TMC Operator and monitor Caltrans, CHP, and other agencies on scanners and radios. Monitor media traffic reports (TV and radio). Transmit/receive and monitor messages to/from the Traffic Management Team (TMT). Maintain log of TMT activities. Monitor freeway operation utilizing surveillance software and hardware. Accumulate lane and/or highway closure data related to both construction and maintenance. Answer telephone calls. Coordinate Incident Response Team. Operate fixed and portable traffic control elements such as Changeable Message Signs and Highway Advisory Radios. Maintain communications with various local media personnel, traffic reporters, and public affairs and provide real-time motorist information. Attend periodic meetings to discuss traffic operations. Assist branch in succession planning and participates in cross training. Pilot and assist other drone pilots on missions with Unmanned Aerial Systems.

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

Incumbent will not be required to supervise others. However, incumbent will be called upon to assist with training of newly assigned personnel and student trainees and may act as a lead person.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The employee is expected to have some knowledge of departmental operations, traffic engineering principles, traffic operational analysis, and computer principles. The employee must be able to operate a truck mounted and portable changeable message sign boards, and have the ability to navigate truck and trailer in a diligent manner. Ability to analyze traffic situations accurately evaluates solutions, make effective recommendations, and translate them into written reports. An operating knowledge of the various traffic information systems and devices and how they relate to the motoring public. A working knowledge of traffic controls used by maintenance and construction is desirable. The employee must possess knowledge of routine mathematics for data reduction and calculations, log and computer application and knowledge in the areas of traffic flow theory; must be able to organize data and information in a logical manner and expected to be resourceful and innovative to the extent necessary to complete tasks in a timely manner. Must have good command of the English language, both written and verbal, and clear voice to be understood over a two-way radio. Must be able to carry out verbal and written instructions, give verbal directions and work with others. Must be familiar with state and local road system of the San Joaquin Valley. In addition, The employee must be able to function rationally and maintain professional work ethics while communicating and coordinating with others under all conditions. The employee must also be open to change and new information; adapting their behavior and work methods in response to new information, changing conditions, or unexpected obstacles and, adjust rapidly to new situations warranting attention and resolution.

Extended shifts on weekends and nights will be expected for incident response, and supporting maintenance and construction lane closures. Will be called upon to go into 24-hour operation on known high traffic volume holidays and times of adverse weather conditions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee is responsible for making decisions and recommendations on the day to day working issues associated with traffic issues. An error in judgment by the incumbent may cause unnecessary delay in incident response, traffic congestion, financial loss to the State due to tort liability claims, and/or compromise safety of workers and motorists.

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PUBLIC AND INTERNAL CONTACTS

The employee will represent the Work Zone Operations Branch in meetings and contacts with other functional units in Caltrans and/or other agencies. Employee will have frequent and continual contacts with other Caltrans personnel, CHP, cities, counties, other public agencies, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will be working under high stress traffic conditions during incident response, and while assisting Maintenance and Construction, and during adverse weather conditions. Extended shifts, weekends and night work will be expected. Employee must possess ability to travel to different sites and locations and perform field reviews, observations, measurements, and studies in all sorts of weather.

WORK ENVIRONMENT

This position requires that the employee operate a vehicle and move quickly to respond to situations where assessment of existing traffic problems may be required. Employee will be required to work in the field and from his assigned vehicle for long periods of time. Hours can vary and at times incumbent will be required to work weekends, holidays and extended shifts. Work environment could include all weather conditions in the field along with office/clerical work with considerable periods of time spent working at a computer terminal. Employee is expected to be able to report to their worksites with minimum notification if an urgent need arises.

Reviewed and Approved for advertising:

SUPERVISOR (signature)	(print)	DATE
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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
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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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