

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 1/Work Zone Operations	
WORKING TITLE Assistant DTM / TMP	POSITION NUMBER 901-350-3135-XXX	REVISION DATE 3/20/24

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 a Senior Transportation Engineer, the incumbent is responsible for assisting in the preparation of Transportation Management Plans, the preparation or review of Temporary Traffic Related Design Plans, Specifications and Estimates during contract preparation for projects on the State Highway System. Incumbent will also provide support to construction on traffic handling related issues. The incumbent may serve as a team lead and/or work independently on assigned projects.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network - Pride)
- **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. (Enhance and Connect the Multimodal Transportation Network - Equity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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 - Engagement)
- **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 - Equity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Enhance and Connect the Multimodal Transportation Network - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	Develop and prepare Transportation Management Plans for construction projects serving as the technical contact on such plans. Participate on Project Development Teams, review project reports, provide operational input into project scoping documents, work with designers and project managers, and review design projects to ensure operational improvements and elements are included in projects. Prepare lane requirement charts.

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

---

15%	E	Prepare and review construction area sign, motorist information, traffic handling, construction staging and quantity summary plan sheets and cost estimates during the design phase of various types of transportation projects. This will require active participation on Project Development Teams to ensure all modes of transportation are being properly considered and accommodated in the project development process; including project initiation proposals and project reports.
15%	E	Provide standard and non-standard traffic related specifications for inclusion in the project special provisions that will become part of the construction contract. Ensure requirements of the Transportation Management Plan and and traffic handling plans are properly incorporated into the project specifications.
15%	E	Participate in various project reviews/meetings. This includes the Safety Review, Constructibility Review, Plans, Specification & Estimate review and occasionally the District Lane Closure Review Committee meetings. These reviews vary from electronic submittal of comments to formal meetings.
5%	M	Perform intergovernmental reviews as well as review encroachment permit applications to determine and minimize impacts to traffic operations.
5%	M	Perform other duties as required and/or assigned by the Senior Transportation Engineer. May act in the absence of the Senior Transportation Engineer.

---

<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**

No supervision duties are associated with this position. May act as lead person over a team of engineering staff.

---

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of and the ability to become an expert on the California Manual on Uniform Traffic Control Devices. Incumbent must demonstrate the principles of traffic engineering, the purpose temporary traffic control devices and the importance of a temporary traffic control system. Ability to use Microstation and various other computer programs to prepare temporary traffic handling plans, specifications and estimates (PS&E) packages for highway construction projects. Incumbent must demonstrate knowledge of the contract administration process and typical means and methods for various items of work that are considered when preparing the temporary traffic control PS&E package and an understanding their purpose in the contract documents. Knowledge of the Caltrans CADD Users Manual, Plans Preparation Manual, Project Development Procedure Manual and contract components as described in the Department of Transportation Standard Specifications. Incumbent must have the ability to analyze engineering work that is complex and broad in scope. Knowledge of State of the art principles and standards of transportation facility selection including the the transportation engineering process for development of transportation facilities; traffic analysis including capacity, level of service and safety; and engineering economics. Must have effective communication and analytical skills to make sound judgments and decisions; even in situations with risks and uncertainty. Must have strong organizational skills and ability to work on multiple projects at a time. Must also have the ability to take initiative and work independently on assigned projects.

---

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent will be responsible for ensuring the professional integrity of recommendations based on proper use of engineering principles and interpretation of departmental policies related to transportation management and traffic handling. Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department.

---

**PUBLIC AND INTERNAL CONTACTS**

Frequent communication with personnel within the Department, other agencies, private interests, political representatives and the public at large is required. Communication will be in person, in writing, by telephone or by virtual meetings.

---

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent must be able to sit for long periods of time using a keyboard and mouse (fine manipulation), view a video display monitor, use a cellular phone and move large or cumbersome plans and project documents from one location to another. Ability to drive long distances for project related activities. Ability to travel for training purposes to various locations throughout the State of California. Must maintain an even mental balance while working on multiple projects. Must be able to handle accelerated project schedules. Must maintain emotional stability under stressful and rapid paced working environment.

---

**WORK ENVIRONMENT**

Incumbent will work in a climate controlled setting under artificial lighting. Incumbent may also be required to travel and work

---

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold. Periodic travel is required for fieldwork and training. Incumbent may be required to work overtime and perform site visits in rural areas without facilities. TELEWORK - This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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.

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
------------------------	------