

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION D06/Traffic Investigations	
WORKING TITLE TET - Signs, TOD & Logo Program Coordinator	POSITION NUMBER 906-355-3175-xxx	REVISION DATE 11/17/2025

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

GENERAL STATEMENT:

Under supervision of a Senior Transportation Engineer in the Office of Traffic Investigations, the incumbent will assist in planning and performing all signing activities related to sign ordering, LOGO and TODS Signing Programs for the District 6, Traffic Investigations Branch. The incumbent will also assist with general sign installation order requests.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Integrity, Pride, 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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- 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. (Safety, Employee Excellence - Collaboration, Innovation, Stewardship)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Prosperity - Collaboration, Integrity, People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, People First)
- 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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- 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, Equity, Prosperity - Collaboration, Innovation, Pride)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Employee Excellence - Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Provide applicants of the LOGO and TODS sign programs, information regarding the process to implement these signs and the criterion which must be met to qualify for these programs. Process TODS ad LOGO business sign applications.
30% E	Procure signs and materials needed for implementation of safety and operational improvements. Administer and track shipments of road signs, panels, and hardware. Review of contract documents as required.

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15%	E	Travel to businesses which have applied to the LOGO signing program and conduct site inspections to assess compliance per California Code of Regulations and California MUTCD Chapters 2F or 2G requirements. Maintain LOGO business and TODS sign permits.
15%	E	Coordinate regulatory law and policy changes and implementation. Conduct billing and receipt of invoice through division of accounting. Assist in design of signage. Assist in conducting traffic investigations. Provide responsive documents for legal interrogatories.
10%	M	Update LOGO and TODS website content. Coordinate statewide program operations. Attend training courses, provide formal or information training to other, participate internal and external teams and committees, and attend staff and safety meetings. Perform general office duties such as filing and organizing both electronic and hard-copy project files, scheduling meetings, making copies, and maintaining the office and field equipment.

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

This position does not supervise; however, the 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

Incumbent is expected to have knowledge of Caltrans road sign applications and requirements as specified in the California MUTCD. Must have the ability to analyze charts and graphs and understand written material included in the California MUTCD, regarding the proper installation of road signs Incumbent must be able to drive a motor vehicle to and from the sign installation work site. Must be able to carry out verbal and written instructions, give verbal directions and work with others. Must be familiar with the state and local road system of District 6.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in judgment or decision making process could result in poorly designed system, loss of needed projects, loss of time, funding and effort, additional work, exposure to tort liability and loss of credibility. Poor execution of the responsibilities will lead to incorrect development of investigations, which will result in a safety and operational problem to the traveling public. Improper implementation of LOGO and TODS Program signs could result in confusion for the motoring public and a loss of credibility for Caltrans. The most extreme errors could result in a tort liability judgment against the State.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with Caltrans staff in the District. The incumbent will represent the Office of Traffic Investigations in meetings and contacts with other functional units within Caltrans and/or with other external agencies. The incumbent will have frequent and continual contacts with other Caltrans personnel, cities, counties, law enforcement, other public agencies, and the general public. The incumbent must have the ability to clearly communicate technical data in written form and verbally.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee may be required to sit for long periods of time using a keyboard, mouse, and video display monitor. Other physical requirements include but are not limited to climbing stairs, lifting/carrying objects without causing injury up to 25-lbs at a time (i.e. files, books, binders, plan sheets, etc.), twisting, stretching, bending, stooping, and kneeling.

Mental Requirements:

- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentrations.

Emotional Requirements:

- Good personal interaction skills and the ability to effectively deal with others in various situations. Must have the emotional ability to maintain a positive, customer service oriented attitude. Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations. Deal with all contacts in a calm and respectful manner, maintaining composure in the face of confrontation and in highly charged emotional situations

WORK ENVIRONMENT

The incumbent will be working both in individual and in group(s) settings, indoors in a climate-controlled office under artificial light majority of the time, but should be prepared to work outdoors on occasional extended period of time to do field reviews and investigations. 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. Working environment will also include field work in heat, fog, min, and a variety of weather conditions. Some travel will be involved. This position may be eligible for telework. The amount of telework is

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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.

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.)

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
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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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