

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Electrical Engineer, Supervisor	D8/Traffic Operations/Mobility/Traffic Management	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Transportation Management Center (TMC) Manager	908-350-3164-004	

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

**GENERAL STATEMENT:**

Under the direction of the Division Chief of Mobility, a Supervising Transportation Electrical Engineer, the Senior Transportation Electrical Engineer (Supervisor) is responsible for supervising and coordinating the activities of the Office of Transportation Management. Incumbent is in charge of difficult electrical engineering work involving the supervision of journey level engineering technicians and operators engaged in Work Zone Management Systems, Traffic Control Systems, Transportation Management Systems, and Transportation Management Center (TMC) Software Applications. Supervise deployment of changeable message signs (CMS) and highway advisory radio (HAR) systems. Oversee the timely submission of all duty pages on the State Highway System and coordinate with headquarters regarding all major incidents. Represent the District while managing traffic for special events which involve lane closures and/or full detours.

**CORE COMPETENCIES:**

As a Senior Transportation Electrical Engineer, Supervisor, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
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45%	E	Direct and supervise staff responsible for the 24/7 operation of the Transportation Management Center. This includes operators who provide coverage for the 24/7 facility. Staff is responsible for monitoring traffic in real time using Intelligent Transportation System (ITS) infra-structure consisting of closed circuit cameras, vehicle detection station, changeable message signs (CMS), highway advisory radio (HAR), traffic management team (TMT). Monitor freeway traffic flow in the Inland Empire in real time on the traffic web map displayed on the video wall of the TMC control room and desktop. Investigate any unusual congestion occurring on the State Highway System by locating, validating and deploying appropriate response to incidents. Monitor various software applications on a continuous basis to stay on top of all the incidents occurring on the Inland Empire freeways. Deploy CMS and HAR where appropriate to provide real time incident information to motorists. Coordinate with various field staff to enter lane closure and opening information in Lane Closure System. Oversee the development of software for the Inland Empire Transportation Management Center (IETMC) System. Ensure software and hardware systems are performing optimally. Work with contractors to commission new ITS elements. Review ITS project plans and specifications for systems connecting to the TMC.
25%	E	Direct staff to send timely duty pages for incidents and all fatal collisions on the State Highway System to all internal and external stakeholders. Coordinate with headquarters Communication Center regarding all major incidents and ensure chain control information for the mountain routes in the District are timely updated. Perform quality control of all duty pages sent by staff to ensure that the information being disseminated is accurate and reliable. Coordinate and provide information to the District Public Information Office regarding major incidents so that the information can be disseminated to the media outlets. Coordinate with San Bernardino County Transportation Agency (SBCTA) and Riverside County Transportation Commission (RCTC) regarding the Inland Empire 511 System. Represent the District in planning, coordinating and assisting with traffic management for special events like NASCAR race, air show, and concerts with event sponsors. Monitor Quickmaps and the California Highway Information Network (CHIN) to ensure information is accurate.
10%	E	Monitor and manage the budgeted resources and workload to ensure timely completion of assignments. Keep track of the staff charging practices to ensure the time charges are to appropriate project expenditure authorization and activity code. Serve as the lead for the Office of Transportation Management Center for reporting quarterly production data to be included in the District's report to headquarters. Serve on work plan development team, project development team and value analysis team for capital projects. Estimate the resources needed for the Branch based on the workload and include it in the project work plans to ensure adequate resources are provided to complete the assigned tasks.
10%	E	Oversee the operation of the Transportation Management Team (TMT) sedan drivers. Ensure that the team is responding to the appropriate traffic incidents/events. Coordinate with maintenance regarding any issues with TMT Truck Drivers. Monitor overtime and track use of the funds. Ensure TMT work is conducted in a safe manner.
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. Represent the District on Statewide TMC teams and serve on the business process review and workload standard teams.
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. 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.

<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**

The incumbent directly supervises staff consisting of Transportation Engineers (Electrical) and Transportation Engineering

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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.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Must be able to evaluate situation accurately and take effective action; make decisions independently; communicate effectively; speak clearly and concisely; control communication when necessary; and deal tactfully with the public, co-workers and others. The TMC Manager 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, California Highway Patrol, Toll Operations Staff, 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.

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. Must be able to calmly make decisions in the midst of emergency situations occurring on the highway system.

**WORK ENVIRONMENT**

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.

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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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