

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 12/Traffic Operations/TMC	
WORKING TITLE DTM Engineer	POSITION NUMBER 912-351-3135-016	REVISION DATE 01/08/2026

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 a Senior Transportation Engineer, incumbent performs a wide variety of transportation work involving civil and traffic engineering, operations, and transportation planning in the Operations Branch as a member of the District Traffic Management Team. Participates on project development teams, reviews project documents and plans, provides comments on capital improvement projects, conducts operational and safety analyses, and evaluates encroachment permits (local development and/or intergovernmental). Collects and analyzes traffic data from field counts and various information systems. Assesses occupancy and classification counts and assists with Headquarters (HQ) Coordinator or other functional units in District 12 in preparing the traffic reports. Obtains and analyzes field data, investigating the operation and safety of the freeway system, performing traffic flow analysis and preparing technical reports. Travel overnight and outside of District Office including field work as needed. Valid California Driver's License is required when operating State owned and leased vehicles. In this position the employee is required to be fingerprinted and have background checked by the Calif. Dept. of Justice and employment in the TMC is conditional on concurrence by the Calif. Highway Patrol. The incumbent will be required to sign CHP form 101A.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (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)
- **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, 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)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Performs delay analysis, collects traffic volumes, and provides reports based on the data and any related engineering calculations performed. As part of DTM unit reviews, rejection and approved to lane closure requests submitted on LCS system. (Facilitates review and approval of TMP measures and planned lane closure requests.) Review Detours and alternative routes around work zones are available and viable. Assists in all traffic decisions resulting from planned activities on the State Highway System.
25%	E	Perform engineering analysis for the congestion due to incidents and prepare charts and diagrams related to freeway operations. Prepare documentation of traffic data and provide narrative of this data for report purposes. Prepare significant incident digest reports. Coordinate with California Highway Patrol and Local agencies for special events and Emergency/disaster planning.
25%	E	Researches and records traffic data and reports as needed for the development of the District's Traffic Management Plans and other related engineering work assigned. Required to assist with other TMC related tasks per supervisor direction. Attends preconstruction meetings and reviews TMP and detour plans for construction projects. Attend meetings with management as required. Helps determine the extent of a TMP. Helps direct the termination or modification of active planned lane closure operations when traffic delays become significant, without compromising traveler or worker safety. Review PS&E plans as it relates to TMP/DTM work.
10%	E	Operate and utilize ATMS system for freeway surveillance and data collection to monitor freeway flow status. Operate various equipment in the TMC such as changeable message signs, Highway Advisory Radio, and monitor freeway service patrols and CHP radio in response to congestion conditions. Operate two-way radio system to communicate with Caltrans' field staff and CHP.
5%	E	Communicate with Traffic Management Team (TMT) during incidents, planned lane closures and special events. Operate various equipment in the TMC such as Changeable Message Signs, CCTV, VDS data, Highway Advisory Radio, and monitor freeway service patrols and CHP radio in response to congestion conditions. Operate two-way radio system to communicate with Caltrans field staff. Send appropriate and timely information to Traffic Management Team and Maintenance units for them to send early response to incidents.
5%	E	Assisting other Branches in planning and implementing freeway closures by providing changeable message sign trucks and signing alternate routes for public traffic. Makes presentations to CHP, other agencies and other interested parties. Demonstrates team's response vehicles.
5%	E	Participates in emergency/disaster planning and exercises at the local, state and federal level. Also represents Caltrans at Emergency Operation Centers during disasters or emergencies.

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 does not supervise. Transportation Engineer, Civil Range C & D work as Lead Engineer or may act in the absence of the Branch Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must:

Possess knowledge and understanding of the fundamentals of traffic engineering, including routine mathematics for data reduction and calculations, and the ability to analyze both routine and complex traffic situations and translate them into written reports.

Possess thorough knowledge of the applications and use of the Highway Capacity Manual, Highway Design Manual, CA MUTCD (Manual of Uniform Traffic Control Devices), Traffic Safety Systems Guidance, Transportation Management Plan Guidelines, California Manual for Setting Speed Limits, Highway Safety Improvement Program Guidelines, Transportation System Improvement Program Guidelines, and the Institute of Transportation Engineers publications.

Be able to analyze the effectiveness of traffic control plans and traffic control systems; evaluate traffic volumes and travel trends; determine appropriate windows for construction, maintenance, and permit work; and relate operational solutions to traffic problems through various traffic control and information systems in the Traffic Operations Center.

Be able to perform accurate engineering and mathematical calculations; use logical analysis and exercise good judgment when recommending appropriate action.

Be able to work under pressure, maintain focus and intensity, and remain positive and persistent even under adverse conditions, including during 24-hour emergency or disaster operations and other special conditions.

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Be able to proficiently communicate information and concepts in English both orally and in writing, with a clear voice for radio communication; understand and carry out verbal and written instructions; give clear verbal directions; and work effectively with others.

Be able to work in the office and remotely with proficiency in personal computers and network information systems, Microsoft Office, computer-aided drafting (e.g., AutoCAD, Microstation), and various traffic engineering software applications (e.g., Synchro, VISSIM, Paramics, SIDRA, HCS, Streetlight, etc.), and demonstrate basic computer literacy.

Be able to analyze field data, draw conclusions, implement traffic safety improvements, and prepare written reports.

Possess an operating knowledge of various traffic information systems and devices and how they relate to the motoring public.

Be familiar with the state and local road system of Orange County.

Possess a valid California Driver's License when operating State-owned and leased vehicles, and do so in a safe, responsible, and respectful manner on a variety of road types and surfaces, including rough, steep, narrow, rocky, sandy, and remote roads, and under various weather conditions.

Be able to develop and maintain a tracking database of tasks.

Be able to perform accurate mathematical calculations and check the accuracy of their own work and others'.

Be able to read, write, edit, develop, review, comprehend, and interpret standard plans and specifications, special provisions, contract change orders, and encroachment permits.

Follow Caltrans Code of Safe Practices and maintain alertness to changes in the work environment, whether day or night.

Be able to travel for training and meetings, including with transportation partners, elected officials, public meetings, stakeholders, Regional Transportation Planning Agencies, and County Transportation Commissions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for obtaining, plotting, charting, analyzing, and evaluating traffic data accurately.

Provides reports with recommendations for improvements and investigations that impact traffic operations, safety, project delivery, department programs, objectives, and policies.

Works independently, organizes and prioritizes tasks, and exercises initiative to complete duties in a timely manner.

Makes decisions regarding traffic control modifications to reduce congestion and enhance safety across the transportation system.

Reviews and assists with decisions on traffic safety and traffic management concerning operating conditions of the highway system.

Uses various traffic control and information systems within the Traffic Operations Center to support real-time decision-making.

Must be accurate and able to communicate effectively under emergency conditions.

Errors in analysis or judgment could: Impact traffic operations. Compromise public safety. Result in litigation. Damage public perception of the Department, its management, and employees.

PUBLIC AND INTERNAL CONTACTS

He/she has continual contact and works with cities, counties, the CHP, public agencies, Caltrans construction/Maintenance field units, and the media. In addition, the incumbent is expected to maintain effective, cooperative, and professional relationships with Department staff, partners, local agencies, consultant staff, and the public. This includes acting as a liaison between Caltrans and external parties such as the Public Information Office, California Highway Patrol, and local law enforcement, to ensure timely responses to requests. The role also involves representing Traffic Operations in meetings with other agencies and the public, including outside normal office hours, and coordinating with District Directors, Deputy Directors, and Headquarters personnel regarding road conditions and project development.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent works at a desk or workstation within a shared office space and must be able to work full-time between 6:30AM and 5:30PM, Monday through Friday, with flexibility to adjust start or end times to meet workload demands. They may also be required to attend public meetings during the day or evening, outside of normal working hours.

The role involves traveling off-site to conduct field investigations, take measurements, and perform traffic counts. Travel may include overnight lodging for meetings or trainings at Caltrans Headquarters or other Districts. The incumbent must be able to transport, lift, and carry equipment (e.g., laptop, projector, easels) weighing up to 30 pounds, and is responsible for setup and participation in public meetings.

The position requires standing, bending, stooping, and walking on uneven surfaces. The incumbent may need to sit for prolonged periods while using a keyboard and video display terminal, both in the office and in vehicles while monitoring traffic patterns.

Simple grasping is required to handle routine office tools such as pens and pencils.

The employee must be able to multi-task, adapt to shifting priorities, and complete tasks on short notice. They must remain alert and calm while monitoring traffic conditions and responding to emergencies such as accidents or natural disasters. The ability to cope with pressure, maintain focus and intensity, and respond diplomatically to emotionally charged situations is essential.

The incumbent must be emotionally well-adjusted, positive, friendly, and diplomatic, especially when working in team settings or emergency situations. They must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and deal tactfully and courteously with both the public and staff. They are expected to discuss adverse opinions with their supervisor before responding to ensure consistent and high-quality customer service.

The position requires the ability to reason logically, draw valid conclusions, make sound recommendations, and adopt effective courses of action. The incumbent must adhere to customer service standards and deliver high-quality service to both internal and

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external stakeholders.

WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office under artificial lighting at their base of operations, including field offices, maintenance stations, and construction field offices. However, due to occasional issues with heating and air conditioning, temperature fluctuations may occur. The position is based at the Transportation Management Center (TMC), District 12, 6681 Marine Way, Irvine, CA 92618, a locked and secure building. The incumbent will work inside a closed, climate-controlled room under artificial lighting and must dress professionally due to public tours and visibility within the TMC.

Field work will be conducted at various times of the day or night, requiring adaptability to diverse lighting and environmental conditions. The incumbent will be exposed to outdoor traffic, sun, wind, rain, dirt, noise, uneven surfaces, and extreme hot or cold during field investigations.

The employee may be required to sit for prolonged periods while using a keyboard and video display terminal under artificial lighting.

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

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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