

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION District 9 Traffic Operations	
WORKING TITLE HM4-TMS Technician	POSITION NUMBER 909-351-3175-918	REVISION DATE 11/04/2024

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 the general direction of the District Traffic Operations Engineer (Senior Transportation Electrical Engineer), the HM4-TMS Technician assists in the project development work related to transportation management system (TMS) rehabilitation and repair. The incumbent is responsible for assisting the transportation engineer in the preparations of plans, specifications and estimates (PS&E) for a variety of Highway Maintenance (HM), SB1, and Capital Minor B funded projects. The incumbent will assist the transportation engineer in the field and office electrical, electronic and related traffic engineering work, relating to traffic operations system (TOS) development, operation and support. Incumbent will assist with planning, design and operations of traffic management systems (TMS) and intelligent transportation systems (ITS).

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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence - Integrity)
- **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 First - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network - Engagement)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Assists engineers in field investigations in determining the condition of existing TMS and ITS field elements. Study physical characteristics of project sites and collect measurements and other data in support of the HM4-TMS program, projects and asset management. Collect and analyze field traffic data and prepare reports. Inspect TMS and ITS systems installed by others.
25%	E	Under the direction of a licensed engineer, will assist in the preparation of plans, specifications and estimates for TMS and ITS assets on projects. Performs delineation duties using MicroStation and AutoCAD Civil 3D.

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20%	E	Perform field investigations, study physical characteristics of project sites and collect engineering measurements and other data in support of HM4-TMS projects. Document existing conditions and assets including the configuration of equipment.
10%	E	Responsible for implementation of the Department's traffic census policies and procedures as outlined in the Caltrans Guidelines for Traffic Census and the Federal Highways Administration Traffic Monitoring Guidelines. This includes downloading data via modem from some remote count locations, correlating data, entering data into spreadsheets, performing checks for accuracy and transmitting data to Caltrans headquarters for inclusion in the Department's traffic count data set. Performs field work gathering data from remote census sites. This includes traveling to the remote areas of the District and downloading data directly from count stations.
10%	E	Creates, manages and closes TRAC ticket records for preventative and reactive asset maintenance. Maintains updated asset inventories in the TMS database in coordination with IMMS and the Asset Management Tool.
5%	M	Assist engineers in identifying and initiating possible (TMS) improvement projects; prepare technical reports.
5%	M	Participates in traffic management team (TMT) during major incidents. Will drive and program changeable message sign trucks.

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 others, but may act as lead to provide technical direction for technicians and student assistants as the need arises.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of highway design, traffic engineering, traffic handling, safety practices, construction, planning, contract administrations, the encroachment permit process, and department policies and procedures, and the laws and regulations pertaining to vehicles traveling on State Highways.

The ability to work with others, to coordinate work with other district functions, to analyze situations and assure proper solutions, to do field studies and prepare effective plans, reports and correspondence and effectively communicate verbally with other professionals inside and outside the department and the general public.

Good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its customers and partners.

The ability to understand and operate computer systems as well as to learn and adapt to new hardware and software.

The ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks.

The ability to work under pressure.

Must be able to analyze data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

The ability to travel if needed. This position may require overnight travel and sitting for long periods of time in a vehicle to review or manage projects in the far reaches of the District, which includes Inyo County, Mono County, and eastern Kern County. Travel may be required out of the district for training or to represent the branch at various meetings. Travel is required that could be as much as 35% of the time depending on operational needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the reliability and accuracy of all actions, decisions, and recommendations in his/her capacity. Effective communication, proper use of equipment, correct methods analysis, and timely meeting of all deadlines are the responsibility of the incumbent. Errors may lead to the delay in project schedules which may adversely affect the outcome of project delivery, increase the cost of solutions to critical problems, make inefficient use of project resources, and/or contribute to the loss of opportunity to make California roadways safe and efficient. Inappropriate decisions could lead to use of defective equipment, contract and project completion delays, lawsuits for damages, late or unauthorized payments, costly complaints, and failure to secure funding for purchased products.

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PUBLIC AND INTERNAL CONTACTS

This position has some interdepartmental and public contacts, both written and oral, to furnish information, coordinate traffic regulations and gather needed information. May answer public inquiries and complaints regarding highway traffic matters. This position deals with local agency personnel, law enforcement, attorneys, and court officers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may need to sit for extended periods of time during meetings, at a workstation and performing tasks utilizing a personal computer. Must be able to focus for long periods of time and may require occasional lifting, bending, stooping and kneeling. Incumbent must be able to lift and move up to 60 pounds. Required to physically operate a motorized vehicle and drive for extended periods of time in order to travel to remote locations in the District. Employee may be required to transport a laptop computer and portable printer while on field visits. Ability to walk on uneven ground while performing job duties. May be required to drive repeated routes to ensure the validity and accuracy of a site location. Travel in inclement weather, including, but not limited to, snow, rain, wind, and fog may be required.

Mental requirements include the ability to concentrate in order to review, create, organize and prioritize large volumes of varied documents. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to grasp the essence of new information and master new technical and business knowledge. Must have ability to read log books, permit applications, operate the Distance Measuring Device (DMI) and monitor the road condition. Must maintain and follow safe work practices, including operation of Amber Lights in a safe manner to notify the traveling public of vehicle. Required to wear safety gear when out of the vehicle and collecting measurements along the highway.

WORK ENVIRONMENT

Employee will be based at the District 9 Office, a climate-controlled office under artificial lighting. A portion of the time, the employee works away from the office, often traveling and working alone, sometimes for more than one day at a time. When in the field, the employee works outside the vehicle and may be exposed to dirt, ice, strong winds, blowing dust, noise, uneven surfaces, extreme heat or cold.

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 work sites 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.)

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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POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Junior Engineering Technician	OFFICE/BRANCH/SECTION District 9 Traffic Operations
WORKING TITLE HM4-TMS JET	POSITION NUMBER 909-351-3008-918
	REVISION DATE 03/25/2026

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 close supervision of the District Traffic Operations Engineer (Senior Transportation Electrical Engineer), learn and perform a variety of nonprofessional tasks associated with the traffic operations engineering discipline. The incumbent will assist project development work related to transportation management system (TMS) rehabilitation and repair.

CORE COMPETENCIES:

As a Junior Engineering Technician, 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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - 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. (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)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Equity)
- **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. (Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **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 First - Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Assist the Traffic Operations HM4-TMS Program Coordinator in field investigations in determining the condition of TMS and ITS field elements. At the direction of the HM4-TMS Program Coordinator, may assist in data collection and measurements, entering data into spreadsheets, performing basic checks for accuracy.
30%	E	Under the direction of a lead engineer, will assist in the preparation of plans, specifications and estimates for TMS and ITS assets on projects. Performs delineation duties using MicroStation and AutoCAD Civil 3D.

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20%	E	Responsible for downloading data via modem from some remote count locations, correlating data, entering data into spreadsheets, performing checks for accuracy and transmitting data to Caltrans headquarters for inclusion in the Department's traffic count data set. Performs field work gathering data from remote census sites. This includes traveling to the remote areas of the District and downloading data directly from count stations.
5%	M	Assist engineers in identifying and initiating possible (TMS) improvement projects; prepare technical reports.
5%	M	Participates in traffic management team (TMT) during major incidents. Will drive and program changeable message sign trucks.

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

The Junior Engineering Technician does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of standard driving rules and road safety; standard measurement systems; proper usage of English spelling, grammar, and punctuation; basic mathematical concepts and principles; fundamental safety considerations for work in and around vehicular traffic and moving vehicles; methods and procedures for safely performing a variety of manual labor tasks.

Ability to comprehend and adhere to verbal and written instructions, working effectively as part of the traffic operations group to accomplish project goals with safety and efficiency; capability to learn and conduct pre-operation vehicle inspections to verify appropriate working conditions; willingness and physical capability to work outdoors for extended hours, occasionally under demanding physical conditions; competence in reading and interpreting basic survey measurements; demonstration of safe operating and handling methods for assigned tools and equipment. As experience progresses, the incumbent may be assigned more complex and challenging tasks, reflecting skill development and readiness for increased responsibility.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the accuracy and completeness of traffic operations work that was subject to his/her decisions. Errors and omissions in tasks should be insignificant as all work shall be checked by others.

PUBLIC AND INTERNAL CONTACTS

This position has some interdepartmental and public contacts, both written and oral, to furnish information, coordinate traffic regulations and gather needed information. May answer public inquiries and complaints regarding highway traffic matters. This position deals with local agency personnel, law enforcement, attorneys, and court officers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may need to sit for extended periods of time at a workstation and performing tasks utilizing a personal computer. Must be able to focus for long periods of time and may require occasional lifting, bending, stooping and kneeling. Incumbent must be able to lift and move up to 60 pounds. Required to physically operate a motorized vehicle and drive for extended periods of time in order to travel to remote locations in the District. Employee may be required to transport a laptop computer and portable printer while on field visits. Ability to walk on uneven ground while performing job duties. May be required to drive repeated routes to ensure the validity and accuracy of a site location. Travel in inclement weather, including, but not limited to, snow, rain, wind, and fog may be required. Incumbent works cooperatively and effectively with those contacted during the course of work, including frustrated, angry or emotional individuals; interacts effectively with supervisors, co-workers, staff from other agencies, contractors and others while contributing to the overall quality, efficiency and productivity of the work unit.

WORK ENVIRONMENT

Employee will be based at the District 9 Office, a climate-controlled office under artificial lighting. A significant portion of the time, the employee works away from the office, usually traveling and working alone, sometimes for more than one day at a time. When in the field, the employee works outside the vehicle and may be exposed to dirt, ice, strong winds, blowing dust, noise, uneven surfaces, extreme heat or cold.

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 work sites 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.

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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.)

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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