

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Transportation Safety/Traffic Safety Investigations	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 904-355-3135-XXX	REVISION DATE 03/09/2026

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 general direction of the Senior Transportation Engineer, Office of Traffic Safety Investigations, Division of Transportation Safety, the incumbent is responsible for supporting the district in implementing a Safe System Approach on the State Highway System to meet traffic safety goals. The Safe System approach aims to eliminate fatal and serious injury collisions for all road users. It does so through a holistic view of the road system that first anticipates human mistakes and second keeps impact energy on the human body at tolerable levels

The incumbent is responsible for the initiation, development, implementation and evaluation of the district's HM Safety Program. The purpose of the HM Safety Program is to install and maintain state highway safety countermeasures thereby contributing toward Caltrans' renewed focus on traffic safety and to move more quickly to reduce roadway fatalities and serious injuries to zero by year 2050. The HM Safety Program will complement other proactive safety efforts within the larger HSIP and related Capital Outlay Support program.

Transportation Engineer (Civil) Range D requires registration as a Professional Engineer in the State of California, and is expected to perform the following duties independently or with minimal supervision, to sign and stamp plans when needed, and to review the work performed by other Transportation Engineers. Possession of a valid California driver's license is also required.

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 First, Cultivate Excellence - Engagement, Equity, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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 First, Strengthen Stewardship and Drive Efficiency - Innovation, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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 First, Cultivate Excellence - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence - Innovation, Pride)

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- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

Percentage		Job Description
		Essential (E)/Marginal (M) ¹
40%		Under supervision, responsible for HM Safety Project initiation, programming and delivery. Duties include scoping and initiation of HM Safety Program improvement projects and calculations of traffic safety asset management performance measures. Perform field reviews on a district-wide basis for proposed projects as necessary during the scoping process. Analyze crash data and prepare memos, letters, and reports for project initiation and completion as needed. Provide support to District Maintenance Engineer in HM Safety Project scope and work plan development. Submit proposed projects to the Headquarters (HQ) Safety Programs for review and approval. Review and monitor HM Safety Projects for preparation and adherence to the recommended safety improvements. Ensure HM-4 Safety Projects and safety enhancement installation are delivered without undue delay. Prepare HM Safety Program documents for traffic safety and other duties as required.
25%	E	Review HM-4 project workplan for the feasibility of Safety Enhancement implementation. Provide safety enhancement recommendations based on consideration of project scope, schedule, and cost. Perform calculations of traffic safety asset management performance measures.
15%	E	Provide consultation and technical support related to safety on HM project development and construction. Perform safety reviews from a traffic safety perspective. This work may include, but not be limited to a review of project plans, field safety reviews, and construction safety reviews to assure safety recommendations are included in the plans.
10%	E	Serving as a safety liaison to district Construction and Maintenance teams, represent district traffic safety at various project delivery phases. Attend appropriate project meetings. Review all traffic safety-related issues, which may occur including, but not limited to traffic safety devices, traffic signing, traffic striping, and signalization, and recommend traffic solutions. Provide and analyze crash history. Provide legal support as needed.
5%	E	Prepare correspondence to functional units, the public, local agencies, and other departments relating to HM Safety Projects and related traffic investigations. Attend training courses, provide formal or informational training to others, participate in 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, faxing documents, making copies, and maintaining office and field equipment.
5%	M	Perform other work commensurate with the Transportation Engineer, Civil classification.

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 is non supervisory. However, the incumbent may be assigned as a lead worker within the branch, providing routine or clerical authority over others. May occasionally act as the senior transportation engineer.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics.

Must have knowledge of the Maintenance and Traffic Safety functions throughout the State, and the Department's mission,

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vision, values, goals, and strategic imperatives.

Knowledge:

- The incumbent must have a working knowledge of maintenance project funding policies, traffic engineering and functional management.
- Must be familiar with the various laws, regulations, policies and technical guidance including, but not limited to: Maintenance Manual, Maintenance Policies, California Manual of Uniform Traffic Control Devices, Highway Design Manual, Project Development Procedures Manual, California Manual of Uniform Traffic Control Devices, Traffic Operations Procedural Directives (TOPDs), Traffic Safety Bulletins, and memos.

Ability to: Do simple mapping and drafting and make neat and accurate computations and engineering notes; prepare reports; establish and maintain friendly and cooperative relations with those contacted in the course of the work; communicate effectively.

Ability:

- Prepare clear and concise technical correspondence, and complete comprehensive reports related to the improvement of highway safety and mobility, and prepare articles for publication.
- Communicate and present oral information articulately in meetings, workshops and publicly; listen effectively to others and audience members; and clarify information as needed.
- Apply negotiation skills with internal and external partners on critical/complex issues through persuasion, building consensus through give and take, and gaining cooperation from others to obtain information and accomplish goals.

Analysis:

- Keep well-informed of department policies and priorities, and of external factors that may impact department policies and priorities in order to make decisions that have significant organizational impact.
- Analyze facts, data and situations accurately, use a variety of problem-solving techniques, develop new and Innovative ideas, recommend solutions for improvements, and adopt an effective course of action.
- Effectively develop timetables and targets and track progress/performance, and develop and implement process improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee makes decisions on matters regarding the general fields of highway and traffic engineering. Specifically, these decisions involve a wide range of measures to correct operating and safety deficiencies on state highways. Failure to implement sound and reasonable engineering decisions may affect utilization of HM monies, traffic safety, traffic delay, project cost, and tort liability.

PUBLIC AND INTERNAL CONTACTS

Daily contact with the public, contractors, engineers and architects, and with Caltrans and local agency staff, and law enforcement agencies is common. The incumbent establishes and maintains good working relationships with other divisions in the district and headquarters' managers and staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following 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 or stand for long periods of time using a keyboard, mouse, and video display terminal.
 - Other physical requirements include, but are not limited to climbing stairs, lifting/carrying/moving objects (i.e. files, books, binders, plan sheets, boxed collision reports, etc.); walking on uneven surfaces, up/down slopes, and adjacent to traffic.
 - Employee will be required to use hands for computer keyboarding.
 - Employee may be required to use graphic design software applications, designing and creating professional and attractive products.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.
 - * Employee Will be required to protective equipment to perform field work, including eye protection (safety glasses), earplugs, safety vest, and hard hat.
 - On occasion, employee will be required to travel to public meeting sites and set up products, answer questions, or make
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presentations.

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- 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 concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner, maintaining composure in the face of confrontation and in highly charged emotional 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.
 - Overtime may be required and vacation restricted during peak times.
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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee frequently drives a state vehicle, works outside to conduct field reviews or collect field data. Fieldwork may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, rain, heights, and moving vehicles or equipment.

While performing duties and conducting official State business, the State vehicle may be equipped with a Global Positioning System (GPS).

Travel, including one-day or overnight trips, may be required.

Night work and overtime may be required.

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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.)

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