

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION System Operations/Traffic Management	
WORKING TITLE TE	POSITION NUMBER 2070-904-351-3135-134	REVISION DATE 03/01/2026

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

**GENERAL STATEMENT:**

Under the general direction of a Senior Transportation Engineer, the TE performs engineering duties and activities in the Division of Traffic Operations. Based on annual workload, delivery commitments, and seasonal needs, incumbent may be assigned by the Department to a variety of positions in an office or field environment. The TE is responsible for supporting real-time traffic management activities specifically lane closure management for planned, unplanned and emergency activities and transportation management plan (TMP) implementation or modifications during phase 3 of projects on the State Highway System (SHS). This responsibility includes review of Value Engineering Cost Proposals (VECP), Contract Change Orders (CCO) and other modifications to project plans and specifications.

TE assists with the development or updates of plans and strategies to minimize or eliminate negative traffic impacts and reduce inconvenience to the motoring public due to planned and unplanned highway improvements, maintenance activities, emergency projects and special events, to provide solutions to mitigate traffic delays caused by roadwork activities and will perform a wide range of supervisory, managerial, technical and analytical tasks where significant traffic impacts are expected, as defined by Deputy Directive 60 (DD-60-R2) and ensures District's compliance during phase 3 of a project with this directive.

TE is also responsible for ensuring lane closure charts, TMP and other traffic management strategy documentation remains up to date, applicable and organized.

TE must possess a current and valid California Driver's License in order to perform field job assignments. Transportation Engineer (Civil) Range D requires registration as a Professional Engineer in the State of California and is expected to perform the typical duties independently or with minimal supervision, to sign and stamp plans, reports, and documents, and to review work performed by other engineers.

**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. (Employee Excellence - Collaboration, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Equity)
- **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 - Pride)
- **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. (Employee Excellence - Collaboration, Innovation, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity - Equity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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 - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Equity)

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- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Climate Action - People First)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	<ul style="list-style-type: none"> <li>- Assists with the implementation of TMP and associated system performance monitoring as identified in construction contracts for a planned project in phase 3 (Construction).</li> <li>- Ensure traveler notification and public information campaigns specific to lane closures are timely, accurate and consistent.</li> <li>- Modification of lane closure charts and construction contract specifications in response to changing site conditions, construction staging, value engineering, or other unplanned activities.</li> <li>- Provide performance monitoring of traffic impacts due to major closures due to construction, maintenance, or emergency management activities.</li> <li>- Development of lane closure charts, stage construction requirements, traffic handling plans, and construction contract specifications for District Director Orders and Division of Maintenance projects.</li> <li>- Development of lane closure charts or requirements for planning and design activities requiring lane closures.</li> <li>- Collects traffic data through field monitoring and retrieval from external sources.</li> <li>- Analyzes current performance of the state highway system using a variety of information sources and analytical tools, including but not limited to the Performance Measurement System (PeMS), Traffic Operations Analysis Report (TOAR), Traffic Impact Study reports, district system planning documents, MPO's Travel Demand Models, comprehensive microsimulation-based corridor studies, weigh-in-motion count data and other data.</li> <li>- Reviews of plans and specifications of for permits and projects with lane closures or traffic impacts.</li> <li>- Assists DTM and TMC by providing technical advice and operational direction as required.</li> </ul>

For unplanned construction, permit, maintenance and emergency work activities with anticipated significant traffic impacts, directs staff to coordinate with other divisions to develop traffic management alternatives and strategies including, but not limited to: public information, motorist information advance notification, incident management, construction staging and maintenance priorities, demand management, detours and alternate routes and other strategies. Initiate and lead District Lane Closure Review Committee (DLCRC) as required DD-60.

Manages necessary modification and subsequent implementation of individual and corridor regional system management and TMP strategies in support of construction, maintenance and emergency work activities. Corridor or regional TMP strategies may involve multiple projects, multiple cities, neighboring districts and other agencies that are stakeholders in the eventual transportation management.

Supports the DTM to resolve TMP and traffic management issues with internal and external stakeholders. Under delegated authority from the DTM, serves as single focal point and makes determinations and provides recommendations on matters related traffic control and lane closures.

Track schedules of on-going, future projects and activities, as they relate to traffic impacts on the state highways and local streets, and attend meetings as necessary to help resolve these TMP issues to the DTM.

Responds to inquiries and customer service requests (CSR) about traffic management plans and lane closures.

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25%	E	<ul style="list-style-type: none"> <li>- Review, analysis, and development of Caltrans requirements and policies for TMP, lane closures, traffic handling, staging and constructability.</li> <li>- Updates to Regional Transportation Management Plans (RTMP)</li> <li>- Updates to emergency and incident management plans</li> <li>- Updates to District and statewide TMP Guidelines and procedures</li> <li>- Establishment and maintenance of repository and associated databases of current lane closure charts, traffic management strategies, ongoing and planned projects and activities with potential traffic impacts.</li> <li>- Establishment of guidelines for traveler information and messaging the traveling public through field elements and other information portals such as webpages and mobile applications.</li> <li>- Establishment and monitoring of performance measures and compliance</li> <li>- Identification of issues impacting TMP and lane closure management and opportunities for process improvements</li> </ul>
20%	E	Coordinates with Maintenance, Construction, and Traffic Operations staff to determine appropriate traffic handling and TMP implementation requirements. Serves as a consultant for project development teams and works with other departmental units and external stakeholders regarding major TMP implementation during construction and maintenance and emergency TMP strategy developments as needed.
5%	E	Research and test new technologies and strategies to improve mobility and safety. Work with the operators to improve the process of controlling and documenting field element operations.
5%	M	As required, interacts with staff of other public agencies, elected officials, law enforcement agencies, private citizens, consultants, contractors, etc.
5%	M	Performs other duties, including but not limited to work on various technical or non-technical committees and task forces, cooperative effort with partnering agencies, and emergency response or disaster management. Capture meeting minutes, document engineering decisions and maintain project files. Prepare correspondence as necessary. Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Transportation Engineer Range D incumbents may act for the Senior TE when assigned. Supports the emergency operations center(EOC) and transportation management center (TMC) as required.

<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**

This position does not have supervisory responsibilities. TE may occasionally act as the senior TE or act as a lead and coordinate activities or responses.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have the following knowledge, skills, and ability:

- 1) Ability to analyze and summarize traffic data and highway operation scenarios using software tools including modeling and analytical applications.
- 2) Knowledge of general traffic analysis and engineering, highway design, transportation systems management and operations (TSMO), traffic management systems (TMS), traffic modeling and general traffic handling, stage construction and maintenance activities.
- 3) Ability to effectively interact with people in many diverse functions within the Department.
- 4) Ability to address an audience effectively, analyze situations accurately and adopt an effective course of action, and communicate effectively orally and in writing.
- 5) Knowledge of TMC operations, traffic management and traffic handling methods for Maintenance, emergency and Construction activities.
- 6) Strong interpersonal and active listening skills, to facilitate negotiation and mediation. Able to provide context sensitive feedback or solutions and conduct presentations.
- 7) Comprehensive analytical capabilities to provide solutions to complicated engineering problems as they pertain to the coordination of Planning, Traffic Operations, Maintenance, Construction and Permit Activities.
- 8) Ability to use computer aided design and drafting (CADD)/Microstation/Autocad applications to review or develop plans

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for helping make decisions on the day to day working issues associated with developing and implementing System Management and TMP strategies in the field for construction, maintenance and emergency project activities. The incumbent is also responsible for advising the DTM and other managers of decisions that may effect changes in policy and/or personnel. An error in judgment by the incumbent may cause unnecessary traffic congestion, safety issues, loss of

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respect by externals, and financial loss to the State. Decisions made in this position have statewide implications on Traffic, Maintenance, and Construction activities. Poor decisions could have a very detrimental effect on the efficiency of the transportation system in terms of increased delay and decreased safety and may result in increased project costs.

## PUBLIC AND INTERNAL CONTACTS

Frequent internal contacts within the District are an integral part of this position. There are some external contacts with various local agencies, CHP, and the public.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include the ability to work on a keyboard, exhibit manual dexterity, sit for long period of time, frequent travel to work sites away from the office to perform field work on uneven surfaces in rugged areas that are near freeways and highways. Will be required to wear protective equipment to perform field work, including eye protection (safety glasses), earplugs, safety vest, and hard hat.

Mental requirements include ability to sustain mental activity necessary for report writing, problem solving, analysis and reasoning when it comes to judgment that relates to public safety, emergencies and traffic safety. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time. Ability to sit for prolonged periods of time and may be required to work beyond normal work hours during emergencies. Must grasp the essence of new information and master new technical and business knowledge.

Emotional requirements include ability to: develop new insights into situations and apply innovative solutions to make organizational improvement, create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance, resolve emotionally charged issues reasonably and diplomatically, develop and maintain cooperative working relationships, behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public services, value cultural diversity and other individual differences in the workforce and ensure that the organization builds on these differences and that employees are treated in a fair and equitable manner.

## WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The building temperature may fluctuate. The incumbent will be required to frequently travel, work outdoors and be exposed to traffic, noise, uneven surfaces, and/or extreme heat and cold. Working at night and overtime may be required.

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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