

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 8/Traffic Operations	
WORKING TITLE Transportation Engineer, Civil	POSITION NUMBER 908-355-3135-017	REVISION DATE 06/03/2026

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 the Senior Transportation Engineer, Caltrans, the Transportation Engineer (Civil) performs a comprehensive range of professional civil and traffic engineering duties in support of District 8 Traffic Operations. The incumbent is responsible for conducting complex operational and safety analyses (including field) and for carrying out activities related to Transportation Systems Management and Operations (TSMO), Safety evaluations, Traffic analysis and model, Highway capacity analysis, traffic impact study, traffic safety analysis, complete Streets, Encroachment Permits, and Local Development Review (LDR). The role further encompasses oversight of operational, mobility, and accessibility activities on assigned routes throughout San Bernardino and Riverside Counties.

The incumbent is responsible for carrying out all aspects of road safety/traffic operations activities in conjunction with other Offices and Divisions within the District, Headquarters, as well as external transportation entities and industry stakeholders to achieve strategic goals that embrace improved performance of the transportation.

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.

- **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)
- **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)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (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)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (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
20%	E	Conduct various traffic engineering investigations for operational and mobility concerns requested by local and regional government agencies, elected officials, and the public. Perform traffic analysis utilizing guidance/standards from the Highway Design Manual (HDM), California Manual on Uniform Traffic Control Devices (CA MUTCD), Highway Capacity Manual (HCM), Traffic Operational Policy Directives (TOPDs), Director's Policies, Deputy Directives, District Memos, and various Design Information Bulletins (DIBs). Document investigation and recommendation on the Traffic Investigation Report. Initiate recommended improvements through the preparation of Maintenance Work Request and Sign Installation Order or Capital Outlay Support (COS) major and minor projects. Evaluate and identify TSMO operation strategies to promote multi-modality and enhance operation on assigned corridors.
20%	E	Conduct surveillance activities, including performing congestion monitoring, High Occupancy Vehicle monitoring, ramp metering, travel time studies, delay studies, turning movement and freeway/highway mainline counts, vehicle classification and occupancy count, pedestrian count, traffic signal warrant studies, and 4-way stop sign studies related to safety and operational improvements as required. Prepare traffic studies, including performing level of service analysis for freeway and highway segments, merge and weave analysis, signalized intersections, queuing analysis, and stop-controlled intersections using various traffic engineering software. Prepares purchase orders and cost estimates and coordinates with vendors, Headquarters, and District personnel for the procurement and installation of road signs.
20%	E	Conduct Local Development Reviews (LDR) and provide consultant services for local development projects. This includes the review of Traffic Impact Studies, Environmental Impact Studies, Negative Declaration, amongst other documents required by the California Environmental Quality Act (CEQA) and SB 743 guidelines. Work with the Division of Planning and developers to identify mitigation measures associated with significant impacts to State facilities. Collect traffic data and volume, conduct and review traffic operational and vehicle miles traveled (VMT) analyses for operational improvement, multi-modal and complete street projects. Utilize Synchro, Highway Capacity Software (HCS), and other software and tools to conduct traffic operational analyses.
15%	E	Prepare responses to letters received from elected officials, cities, counties, Metropolitan Planning Organizations (MPOs), other State and federal government agencies, and concerned citizens after performing necessary investigation. Provide information and assistance to the Legal Division and Public Affairs regarding issues related to the safety and operation of the State Highway System. Provide traffic engineering consultation to other Caltrans functional units, including Design, Construction, Maintenance, and Permit Branches related to safety and operation issues.
15%	E	Conduct encroachment permit reviews and provide support for operational related matters, ensuring compliance with appropriate standards and guidance.
5%	M	Interact by phone and in person at meetings with the public, local agencies, and internal partners regarding traffic engineering and operational issues.
5%	M	Provide information and assistance to the Legal Division and External Affairs regarding issues related to traffic engineering and operation.

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

May guide and train new employees and student assistants.

Range Ds will be required to lead Range A to Cs and may be required to act as Senior TE as needed.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of civil and traffic engineering principles, analytical skills, and practices as applied to the operations of freeways. Must be able to perform accurate engineering calculations, logical analysis, and exercise good judgment in order to recommend the appropriate action. Must communicate information, both orally and in writing, proficiently. A working knowledge of traffic engineering, highway traffic characteristics, highway capacity, and level of service is required. Good working knowledge and proficiency with computers is required, and must have ability to use various traffic engineering applications. Must analyze collected data, field situations, draw conclusions, implement traffic control strategies, and prepare reports.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Has significant responsibility to obtain, plot, chart, analyze, and evaluate traffic data. Recommendations of improvements through reports and investigations will affect traffic operations, department programs, objectives, and policies. Errors in analysis or judgment could result in increased traffic congestion, compromised public safety, and litigation.

PUBLIC AND INTERNAL CONTACTS

Participation in meetings and interaction within Caltrans, and/or with federal, state, regional and local agencies, the private sector, elected officials and the public, concerning the scope and content of the transportation programs and specific projects and programs within assigned corridors. May speak in public on transportation matters pertaining to Departmental projects, programs and issues related to traffic system performance and safety. These contacts will be verbal or written, as needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: Ability to travel occasionally to work sites that are 3 to 4 hours away from the office, to move around on uneven surfaces in rugged areas that are near freeways and highways. May be required to sit for long periods of time using a counting device, keyboard, and video display terminal. May be required to move large or cumbersome reports from one location to another. Requires occasional bending, stooping, and climbing.

Mental Requirements: Sustained mental activity needed for report writing, problem solving, and analyzing when it comes to judgment that relates to public safety. 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 concentrate in order to review and create documents and meet strict deadlines at times.

Emotional Requirements: The Unit requires interaction with many people. It is important that the incumbent work with others in a cooperative manner. May be subject to and must have the ability to handle irate public in a calm manner. Must have the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to adjust rapidly to new situations warranting attention and resolution. Must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. The employee is required to conduct moderate amounts of field work in various and sometimes difficult locations on the freeways and highways. Employee may be required to travel within the State to attend meetings and/or training.

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 worksites 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.

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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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE