

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D7/Transportation Safety	
WORKING TITLE Route Engineer	POSITION NUMBER 907-355-3135-XXX	REVISION DATE 05/11/2026

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

**GENERAL STATEMENT:**

Under the supervision of a Senior Transportation Engineer (Area Engineer) the Route Engineer performs various safety evaluations, including review of various project development reports, plans and construction projects, to enhance the overall safety for all road users and modes of transportation of the assigned state route(s) throughout Los Angeles and Ventura Counties. The incumbent is responsible for implementing recommended safety improvements through coordination with Planning, Design, Maintenance, other Offices and/or by initiating projects. Assist with the preparation of cooperative agreements for improvement projects involving partner agencies. Field verifies the completion of recommended safety improvements.

Possession of a valid California driver's license is required to operate state vehicles.

**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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Integrity, People First, Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Employee Excellence - Innovation, 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. (Safety, Equity - Innovation, 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, Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity - Collaboration, Equity, Integrity, People First, 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, Employee Excellence - Collaboration, Equity, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Equity, Climate Action - Collaboration, Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Prosperity - Collaboration, Equity, Innovation, People First, Stewardship)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

50%	E	<p>Conduct various and complex traffic engineering investigations of high collision concentration (Table C) locations identified by the Traffic Accident Surveillance and Analysis System (TASAS) database. Perform traffic analysis utilizing methods based on guidance from the Highway Safety Improvement Program (HSIP), Highway Safety Manual (HSM), Highway Capacity Manual (HCM), California Manual on Uniform Traffic Control Devices (CA MUTCD), District processes and policies; document corrective actions in the Transportation Safety and Mobility Information System (TSMIS). Initiate recommended improvements through the preparation of Maintenance Work Requests and/or through the development of Conceptual Approval Requests (CAR) and prepare cost estimates associated with improvement projects. Track and participate in Project Development Teams (PDT) for recommended improvements through all phases of the Project Delivery process, including support of innovative design and construction elements. Initiate improvement projects as well as assist with the preparation of cooperative agreements for improvement projects involving partner agencies. Field verifies the completion of recommended improvements. Conduct before and after studies to measure the effectiveness of corrective actions.</p> <p>Perform traffic engineering investigations identified by the Safety Programs which include Monitoring and Systemic investigations associated with Cross Centerlane, Cross Median, Cross Over, Wrong-Way, Run Off Road, Pedestrian and Bicyclist collisions.</p> <p>Perform traffic engineering investigations related to inquiries from elected officials, citizens, and other State and local agencies. Respond to inquiries through written correspondence.</p>
25%	E	<p>Support the development of capital projects. Review Project Initiation Documents, Project Reports, Plans, Specifications, and Estimate (PS&amp;E), perform traffic safety analysis, provide support for construction activities, and perform construction safety reviews.</p> <p>Conduct Land Development Reviews (LDR) and provide comments. Review Traffic Impact Studies, Environmental Impact Studies, Notice of Preparation, Negative Declaration, amongst other documents required by the California Environmental Quality Act (CEQA) and SB 743 guidelines. Identify safety mitigation measures associated with significant impacts to State facilities.</p> <p>Review Encroachment permits and provide support for safety related matters, ensuring compliance with appropriate standards and guidance.</p> <p>Prepare Engineering and Traffic Surveys (i.e. Speed Zone Surveys) to allow for legal enforcement of State facilities and in partnership with local or regional agencies.</p>
10%	E	<p>Generate crash rate, detail and summary reports through the TASAS database, in accordance with the District process. Review traffic data including, but not limited to, vehicle, pedestrian, and bicycle volume counts, turning movements, Performance Measurement System (PeMS) data, and travel time needed for completion of traffic engineering investigations and response to requests.</p>
10%	E	<p>Interact by phone, online, and in person at meetings with the public, local agencies, and internal partners regarding traffic engineering issues.</p>
5%	M	<p>Provide information and assistance to the Legal Division and External Affairs regarding issues related to traffic safety.</p>

<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**

The incumbent may be called to assist with training of staff, student interns/volunteers, act as lead engineer or may occasionally act in the absence of the Area Engineer.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must be able to perform accurate engineering calculations, provide logical analysis and use good engineering judgment to recommend appropriate action(s).

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

Must communicate information, both oral and written, proficiently.

Good working knowledge and proficiency with a personal computer and cellphone are required; should be able to use various traffic engineering software applications.

Must analyze collected data, perform field reviews, draw conclusions, implement traffic safety improvements and prepare reports.

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

Be able to lift, move and setup a variety of field equipment that can weigh up to approximately 60-80 pounds.

Must have the ability to work under pressure and respond to changing assignments and deadlines in a positive manner.

Be able to communicate information and concepts proficiently both orally and in writing.

Be able to read and interpret maps, plans, specifications, and policies.

Possess a valid California driver's license and be able to operate a Department motor vehicle in a safe, responsible, and respectful manner.

Be able to operate Department vehicle on a variety of road types & surfaces including in rough, steep, narrow, rocky, sandy remote roads, and under a variety of weather conditions.

Be able to maintain a tracking database of tasks assigned.

Perform accurate mathematical calculations, and check the accuracy of own & other's work.

Be able to read, comprehend and interpret Contract Plans, Standard Plans and Specifications, Special Provisions, and Change Orders as well as assist in writing, editing and developing.

Must be able to travel out of region, including Headquarters, and to work at sites throughout Los Angeles and Ventura County.

---

### 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 and safety, department programs, objectives, and policy. Error in analysis or judgment could result in increased traffic congestion and/or compromised public safety.

---

### PUBLIC AND INTERNAL CONTACTS

Frequent contact by telephone, online, and in person with the District office and field personnel. Moderate contact with Caltrans Headquarters and other State agencies, local agencies, private developers and engineers, and the public. May occasionally represent the Department in meetings with other agencies and public regarding issues concerning traffic safety.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to travel to work sites away from the office, perform field work on uneven surfaces in rugged areas that are near freeways and highways. Will be required to wear field safety equipment. Conduct field investigation, including safely operating a motor vehicle and on foot, under a variety of weather conditions (wet/rainy, foggy, hot and sunny, etc.) at various times of the day and night.

Ability to conduct tasks as field investigations, take photos, videos, and measurements and conduct traffic movement counts & observations.

Travel to Caltrans Head Quarters and other Districts to participate in annual meeting, policy and guidelines update, and training courses, as needed which may involve overnight travel.

May be required to transport, lift, and carry a monitor, laptop printer, other electronic devices, easels and other display items, set these up and participate in various public meetings during the day and evening, and outside of normal work hours.

Mental Requirements include ability to sustain mental activity necessary for reasoning when it comes to judgment that relates to

---

#### ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

public safety, 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 to complete assigned responsibilities and/or during emergencies. Must grasp the essence of new information and master new technical and business knowledge.

Emotional requirements include the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Behave in a fair and ethical manner toward self and others and demonstrates a sense of responsibility and commitment to public service.

---

### WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial light. The incumbent is required to conduct moderate amounts of field work in various and sometimes difficult locations on the freeways and highways. The incumbent will be exposed to various work environments including outdoor traffic, sun, wind, rain, dirt, noise, uneven surfaces and extreme hot or cold during field work. Field work will take place at various times of the day or night and will require work under a variety of lighting and environmental conditions.

Incumbent 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' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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