

POSITION DUTY STATEMENT

PM-0924 (REV 02/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Ops Asset Mgmt/Transportation System Management Plan	
WORKING TITLE District Branch Chief	POSITION NUMBER 2010-904-351-3161-032	REVISION DATE 03/25/2025

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 4 Office Chief of Ops Asset Management, the incumbent, the Transportation System Management and Operations (TSMO) and Asset Management Branch Chief, serves as a Senior Transportation Engineer (Supervisor).

The incumbent performs a variety of engineering duties and analyses in support of traffic data management, Transportation Management Systems (TMS) planning and development, operational and safety improvement, asset management, contract management, program management, SHOPP 315 Program Advisor, project initiation, and performance management activities for the Office of Ops Asset Management.

The TSMO Senior must have ability to manage and coordinate complex projects; organize and direct the work of a small staff engaged in a variety of activities; review, evaluate and monitor the work of consultants; and possess excellent communication and relationship-setting skills to effectively collaborate and solve problems with other internal divisions, offices and branches and externally with regional and local agencies.

Must possess a valid California Professional Engineering (Civil) License and a valid California Driver's License in order to perform their duties.

CORE COMPETENCIES:

As a Senior Transportation Engineer, CT, 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, 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. (Cultivate Excellence - Integrity)
- **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. (Cultivate Excellence - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, Innovation, Pride)
- **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, Lead Climate Action - Integrity)

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- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	<p>Plans improvements and restorations for TMS, electrical systems, Integrated Corridor Management (ICM) / SMART Corridors / Connected Corridors, active transportation, Broadband, and related traffic control systems and devices in coordination with internal and external stakeholders. Assists with asset inventory and database updates including Asset Management Tool (ATM), IMMS and TMS Inventory, and coordinate with District Maintenance Asset Manager, Advanced Planning, and Project Managers, as needed, during project initiation and project change requests for SHOPP 315 program advisor-related projects.</p> <p>Develops and updates Transportation Systems Management and Operations (TSMO) plan, including freeway and multi-modal operational strategies, and Managed Lanes systems integration, business plans, frameworks, and agreements. May analyze current performance of the State Highway System (SHS) 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.</p>
25%	E	<p>Participates in planning and delivering the District's Capital Outlay Support (COS) Program, including close review of planned highway improvement projects during project development from design stage through construction acceptance to ensure preservation of existing TMS and implementation of new TMS elements. Ensures implementation of TMS and TSMO strategies. Assists with project initiation and programming of TMS, traffic control devices, and technology projects as SHOPP 315 Program Advisor. Performs and supports systems engineering and system management. Coordinates with Ops Asset Management's Traffic Data Support Branch to include Census program needs. Coordinate with Ops Asset Management's Ramp Metering branches on corridor-wide metering, fiber, and ITS projects as needed.</p>
20%	E	<p>Assists with the development and management of TSMO-related professional services contracts and equipment procurements for TMS and Ops Asset Management as needed.</p> <p>Updates AMT as needed to support District Maintenance Asset Manager reports and Electrical Systems performance monitoring and certification of TMS and other key traffic operations assets. Develops dashboards, business intelligence, workflows, mapping, as needed, to support implementation of TSMO plan.</p>
5%	E	<p>Researches and tests new technologies and strategies to improve mobility and safety using TMS and other electrical systems. Works with the TMC operators to improve the process of controlling and documenting field element operations. Assists with grant and research opportunities as appropriate to implement TSMO plan strategies.</p>
5%	M	<p>Interacts with staff of other public agencies, elected officials, law enforcement agencies, private citizens, consultants, contractors, etc., as required. With support from public information officers, represents the Department and the District at meetings and public hearings, as needed.</p>

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5%	M	Completes a variety of special projects and assignments as needed. Work on various technical or non-technical committees and task forces, cooperative efforts with partnering agencies, and emergency response or disaster management activities. Prepares correspondence as necessary. Supports the Emergency Operations Center (EOC) and Transportation Management Center (TMC), as required. Serves as Acting Office Chief and Duty Officer, when designated.
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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 supervises other employees for his/her unit and directly supervises the Transportation Planner/Engineer and other appropriate classifications necessary to complete the workload, while contributing to the Department's safety, health, labor relations, and Affirmative Action Program objectives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- 1) An ability to analyze traffic data and highway operation scenarios.
 - 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) An ability to effectively interact with people in many diverse functions within the Department.
 - 4) Ability to administer an engineering program, plan and direct work of others, evaluate work quality and performance, prepare technical correspondence and complete comprehensive reports, 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. Must be aware of regional governmental regulations/policies as they relate to traffic. 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) Understanding of Caltrans project development process and be familiar with the various State and National manuals, codes, laws, regulations, warrants, standards, etc. relating to traffic engineering and have the ability and judgment to apply the knowledge and make a decision in a timely manner.
 - 9) Able to visualize and analyze the parameters involved in developing cost effective measures to realize needed operational and safety requirements in design, work plans, and other processes. Responsible in the development of priorities among non-project related activities.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making decisions on the day to day working issues associated with TSMO plan and Asset Management. This Senior may make sensitive, controversial, or highly technical decisions. The incumbent is also responsible for advising the Ops Asset Manager of decisions that may effect changes in policy and/or personnel. Decisions made in this position have statewide implications on Capital Outlay delivery and Asset Management performance accountability. 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

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Design, Project Management, R/W, Construction, Maintenance, Planning, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The

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incumbent is also required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be subjected to prolonged periods of physical inactivity, which includes sitting, or conversely, prolonged periods of physical activity. A keen intellect is required to understand transportation management and act appropriately. The incumbent must be able to function rationally and maintain professional work ethics while communicating and coordinating with others under all conditions. The candidate must have demonstrated through prior work experience, the ability to effectively handle extreme stress. The incumbent must also be open to change and new information. They must be able to adapt their behavior, supervisory skill levels, and work methods in response to new information, changing conditions, or unexpected obstacles. The incumbent must be able to adjust rapidly to new situations warranting attention and provide responsive and responsible resolutions.

WORK ENVIRONMENT

While at their base of operations, the incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may also be required to travel, work outdoors and be exposed to traffic, noise, uneven surfaces, and/or extreme heat and cold.

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
