

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer Tech	District 2/Maintenance & Ops/Traffic Engineering & Ops	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Transportation Engineering Technician	902-365-3175-	06/12/2026

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

GENERAL STATEMENT:

Under supervision of the Senior Transportation Engineer for Traffic Engineering and Operations, the incumbent orders signs and issues maintenance sign installation work orders. This position also maintains the District 2 Sign Log. In performing these duties, the incumbent utilizes Microstation and sign panel design software (i.e. SignCAD and/or GuideSIGN). Tasks also include maintaining databases, spreadsheets, gathering field data, on-call Transportation Management Center (TMC) operation, and assisting engineers performing operational traffic investigations. Duties include the following:

CORE COMPETENCIES:

As a Transportation Engineer Tech, 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. (Equity - Innovation)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Climate Action - People First)
- 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. (Prosperity - 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 - Innovation)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Equity)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Climate Action - 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. (Safety - People First)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- 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. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Issues work orders to field maintenance personnel to replace existing roadside signs that are damaged, weathered, or missing. Prepares work orders for new sign installations as recommended in safety or operational investigations. Maintains installation order spreadsheets and electronic files by fiscal year. Orders new and replacement signs from statewide vendor and/or state warehouse. Maintains vendor sign order records and purchase requests. Resolves sign vendor questions or discrepancies.
10%	E	Maintains and updates the District 2 Sign Log. Utilizes Microstation and sign panel design software (i.e. SignCAD and/or GuideSIGN) to update existing electronic sign log sheets. Maintains current hard copies of sign log binders.
10%	E	Assists engineers in gathering field data for operational traffic investigations and determining if improvements are needed. Overnight travel may be required.

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10%	E	Assist the TMC Operator and serve as a TMC Operator during Day, Swing, or Graveyard Shifts during the Winter Operations or other times, including Holidays and weekends. May be assigned to the After-Hours TMC Call-out rotation.
10%	M	Coordinates with field maintenance and/or maintenance special crews to estimate material and installation costs for reimbursed work type signing projects (i.e. memorial signs).
10%	M	Prepares letters, memos, and written technical reports regarding matters related to traffic safety and operations.
10%	M	Represent District 2 in statewide meetings regarding sign issues, sign vendor contracts, and standard sign procedures in District 2.

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
No supervisor responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have knowledge of the following:

Principles and practices of traffic engineering. The California Manual on Uniform Traffic Control Devices (CA MUTCD). Design and construction of highway signing and pavement delineation. Dynamics of moving vehicles. Computers and computer software applicable to traffic operations, including Microstation and SignCAD or GuideSIGN. Engineering mathematics. Effects of weather and time on highway signs and delineation devices. The Department's safety and health policies and procedures, including the California Code of Regulations, Title 8 Industrial Regulations, Safety Orders, Code of Safe Practices, and Safety Manual. Caltrans Injury and Illness Prevention Program. Department Policies and Procedures.

Ability to:

Read and understand highway plans, drawings, and field data which relate to highway signing and pavement delineation. Prepare and review complex plans, cost estimates, and specifications of signs and delineation devices. Perform engineering calculations to substantiate conclusions. Analyze situations accurately and take effective action. Correlate plans, designs, drawings, and data with physical conditions. Prepare or review correspondence and reports. Establish and maintain friendly and cooperative relations with those contacted in the course of work. Follow directions and work independently. Correspond professionally, effectively, orally and in writing, with other Caltrans functional offices, local agencies, and the general public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Incumbent is responsible for decisions necessary to complete the specific job assignments listed above. The consequences of poor decisions and/or inaction could include the following: adverse affects to the form, function, and safety of highway facilities; projects not delivered within required time frames; resources expended on proposals which do not meet minimum criteria; insufficient information for managers to schedule and monitor program activities; incorrect costs applied to developers, local agencies or to the State; and additional costs and/or time delays to encroachment permits and construction projects.

PUBLIC AND INTERNAL CONTACTS
Contact with the public will be rare, primarily through phone and written contact.

This position will require extensive contact within the District and North Region, including Maintenance, Permits, Design, Environmental, Office Engineer, Program Management, Right of Way, Advanced Planning, and Construction. Contact with Headquarters Traffic will be required on a regular basis.

Contact will be required with local government, city, county, private engineering consultants, and other State agencies concerning plan reviews, highway signing, and pavement delineation. The employee will occasionally contact industry representatives to transmit or obtain relevant engineering information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include regular fieldwork, lifting up to 25 pounds, light construction type activities, and occasional driving for long periods. Incumbent may be required to travel in state, but the travel is not very frequent.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

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Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others.

Employee must have the ability to refrain from insubordination, follow supervisor's instructions, "get along" with supervisors and co-workers, avoid violent behavior, understand and follow Caltrans policies, and avoid disruptive or harassing behavior.

WORK ENVIRONMENT

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.

At their base operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors on occasion and may be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions, and extreme 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.)

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