

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Asset Management and Performance/Ramp Metering Operation	
WORKING TITLE Transportation Engineer	POSITION NUMBER 904-351-3135-XXX	REVISION DATE 07/01/2026

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

GENERAL STATEMENT:

Under the direction of a Senior Transportation Engineer, the Transportation Engineer 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. Possession of a valid certificate of registration as Civil Engineer issued by the California State Board of Registration for Professional Engineers is required for range D.

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 - Innovation, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity, 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. (Employee Excellence - Collaboration, Equity, 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, Climate Action - Collaboration, Equity, Integrity, People First, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Stewardship)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Prosperity, Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Equity, People First, Pride, Stewardship)
- Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Safety, Climate Action, Employee Excellence - Innovation, 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, Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

50%	E	Participate in Project Development Team meetings. Prepare conceptual approvals, project initiation documents (PID), plans, special provisions, and cost estimates (PS&E) for various assigned projects, Prepare technical documentation such as memorandums, transmittal letters, traffic operations and queuing analysis, Exceptions to Ramp Metering Policy Fact Sheet, Traffic Investigation Reports (TIRs), Transportation Management Plans (TMP), lane closure recommendations, and design exceptions. Provide technical support as needed to other divisions and branches. Develop alternatives, purpose and need, estimates, and make recommendations for transportation projects by using engineering knowledge and skills, and applying the appropriate design standards, guidelines, and manuals. Document engineering decisions, ensure that all work is done in accordance with contract specifications, review, perform oversight and inspect work and operations in regards to safety traffic control, quality and quantity of work. Obtain traffic related data through manual field collection, automated data collection systems and data supplied by others. Conduct traffic monitoring, field reviews, encroachment permits, traffic surveillance, and traffic investigations. Upkeep Traffic Operations assets inventory, track projects, monitor related schedules and budgets, assist the Branch/Office Chief in the budget and resource allocation and management activities, compile and maintain project data on computer systems for use by the Branch, Office or the Division. Monitor and report performance of TMS and other key traffic operations assets. Assists with asset inventory and database updates including AM Tool, IMMS, and TMS Inventory. Develops dashboards, business intelligence, workflows, mapping, and performance and resource reports used by internal and external stakeholders. Develops and updates Transportation Systems Management and Operations (TSMO) plans, freeway and multi-modal operational strategies, Managed Lanes systems integration, business plans, frameworks, and agreements. Assists with project initiation and programming of TMS, traffic control devices, and technology projects. Analyzes 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. Manage District Park and Ride lots and coordinate with Planning/Design/PM/HQ/Other functional units for Mobility Hub related subjects.
30%	E	Acting as an engineering consultant and liaison to external agencies and permittees, provide instruction, guidance, and analysis. Prepare and review agreements and memorandums of understanding with other entities. Communicate with Public Information Office, the public, external agencies, and others regarding, but not limited to, traffic operational issues, public records, and public inquiries. Provide legal support to Caltrans' Legal Division, such as responding to requests regarding providing accident data, copy of all related materials in records, interrogatories, depositions, and informed witness testimonies regarding traffic-related matters. Maintain expertise and knowledge of pertinent laws, statutes and regulations, engineering solutions, design standards, and computerized information systems. Participates in planning and delivering the District's Capital Outlay Support (COS) Program, including close review of planned highway improvement projects from the design stage through construction acceptance to ensure preservation of existing and implementation of TMS elements. Ensures implementation of TMS and Transportation Systems Management and Operations (TSMO) strategies. Performs and supports systems engineering and system management.
10%	E	Conduct research and test new technologies and strategies to improve mobility and safety using TMS and other electrical systems. Work with the operators to improve the process of controlling and documenting field element operations. Assists with grant and research opportunities.
5%	E	Attend mandatory and job-related training, which may require travel and overnight stay. Perform Emergency Operations Center (EOC) support duties and activities as needed. Transportation Engineer (Civil) Range D incumbents may act for the Senior Transportation Engineer when assigned.
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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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 is non supervisory. However, the incumbent may be assigned as a lead worker within the Branch, providing routine or clerical authority over others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the Department's mission, vision, goals, and values; the Department's policies, procedures, manuals, and standards related to encroachments and transportation facility design; the principles of geometric design, traffic operations, and utility installation; environmental and storm water pollution prevention requirements; and ADA requirements.

The incumbent must have the ability to plan and organize; use personal computer applications including word processors, spreadsheets, and communication software; prepare correspondence and write specifications; develop and maintain cooperative working relationships with internal and external customers and stakeholders; and make decisions on technical problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making average technical and/or engineering decisions which may affect the operation of the State Highway System (SHS) and development and construction of transportation related projects. Improper judgments and errors made by the incumbent could result in unsafe highway conditions, a reduction in the operations of highways, or the unnecessary expenditure of limited state resources. Failure could result in a detrimental effect on the Department and the State.

The incumbent is responsible for their actions, decisions, quality of completed work, and use of state time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent may have contacts with other Caltrans employees and supervisory staff within their district and/or headquarters programs, staff from other local and federal agencies, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to move heavy objects within an office or over various types of terrain; stand or sit for prolonged periods; bending; stooping, and/or kneeling. The incumbent should have problem solving, analysis and reasoning skills. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems. A valid CA driver's license is required.

WORK ENVIRONMENT

The incumbent may work in a climate-controlled environment, with artificial lighting in an office building, field office, laboratory or trailer, or in the field to perform ramp metering operational analysis, observation, design, inspection, and coordination. Travel to work sites for field work and other travel as required. The incumbent may be exposed to loud noise; dust; chemicals; and extreme weather conditions. Working at night and overtime may be required.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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