

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 1/Traffic/Traffic Safety	
WORKING TITLE District Traffic Safety Engineer	POSITION NUMBER 901-355-3161-002	REVISION DATE

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

GENERAL STATEMENT:

Under the general direction of the Division of Traffic Chief, a Sup TE, incumbent is responsible for staff and daily activities of the District Traffic Safety Branch with close coordination with the Safe System Branch including but not limited to District Traffic Safety Investigations and associated Traffic Investigation Reports (TIR), District Traffic Safety Systems, Signs and Markings, Establishing and Maintaining Speed Zones, ADA Infrastructure Inventory and safety reviews of draft project Plans, Specifications and Estimates (PS&E), construction projects prior to Contract Completion Acceptance (CCA) and Local Development - Intergovernmental Reviews (LD-IGR).

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.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Supervises and oversees the work of the Assistant Traffic Safety Engineers who represent the traffic safety at Project Development Team (PDT) meetings, constructibility reviews, status meetings, public meetings, and multi- functional safety improvement team meetings. Responsible for performing traffic safety analysis and other traffic studies as required. Responsible for oversight and evaluation of projects using Safe System approach and Highway Safety Manual evaluation methods.
15% E	District 1 SHOPP Program Advisor for the Safety (.010, .015) and ADA Mobility Program (.361) programs. This includes keeping accurate inventory of safety devices, systems and ADA infrastructure within the District, participating in the development of the 10 year SHOPP Plan, asset management activities and initiating projects as necessary.
15% E	Ensures staff receive the necessary training and tools. Provides formal and informal training to assigned staff, and informs staff on departmental policies and procedures. Attend training courses, participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings. Reviews resource allocations and workload to determine appropriate staffing levels.
10% E	Supervises and oversees the process for conducting District Traffic Safety Investigations. Responsible for the preparation, review, consultation, approval, and closeout of traffic investigation reports. Responsible for conducting, reviewing, and documenting traffic investigations requested by citizen, intradepartmental, or intergovernmental inquiries. Reviews traffic safety devices after installation to concur with construction contract acceptance requests. Acts as a subject matter expert for traffic safety devices and safety investigations. Oversees the tracking and responses to Customer Service Requests (CSRs)
10% E	Supervises and oversees the preparation of Engineering and Traffic Surveys (E&TS) in accordance with the California Vehicle Code, the California Manual on Uniform Traffic Control Devices, and the California Manual for Setting Speed Limits. Acts as subject matter expert for speed zone studies and speed limit related issues.
10% E	Prepares and conducts performance appraisals, reviews and approves time sheets, overtime, leave time, and merit salary adjustments. Documents and takes corrective action against employees as appropriate. Provide accurate and timely reporting of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, safety reports, and overtime logs.
5% E	Provides legal support to Caltrans Legal Division such as interrogatories, depositions, and informed witness testimonies regarding traffic-related matters.

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5%	M	Prepares correspondence and/or meets with various individuals, groups and other agencies on matters related to traffic safety. When delegation is given, acts for the Division of Traffic Chief.
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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 is supervisory, receiving general direction of the District Division Chief of Traffic. Employee is in charge of a staff of professional engineers, engineering technicians, and/or engineering student assistants.

In supervising assigned staff, the incumbent must be able to exercise independent judgment in making management and engineering decisions. May act on occasion for District Division Chief of Traffic.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must be able to perform accurate engineering calculations, analyze situations concerning highway safety and operations, and apply sound engineering principles and judgment to develop alternatives and recommend improvements.

A working knowledge of traffic engineering, highway traffic characteristics, countermeasures for collision patterns and their probable cause, crash modification factors, safety analysis, Traffic Safety Index, Safe Systems principles, and the California Strategic Highway Safety Plan is required.

Must have knowledge of civil and traffic engineering principles as applied to planning, design, construction and the operation of highways. Specifically, Traffic Investigation Reports (TIRs), Caltrans Highway Safety Improvement Program (HSIP) Guidelines, Traffic Operations Management Information System (TOMIS) workload production standards, Traffic Accident Surveillance and Analysis System-Transportation System Network database, and Highway Safety Manual site analysis. Must analyze collected data, draw conclusions, implement traffic control strategies and prepare reports.

Good working knowledge and proficiency with computer applications for traffic analysis procedures and database management, computer aided design and drafting (CADD)/Microstation/Autocad, HSM Worksheets, Outlook and MS Office Suite, and file manipulation is required.

Requires demonstrated ability to establish and maintain professional and cooperative relations with those contacted in the course of the work and communicate effectively and tactfully with a variety of people with different backgrounds, experiences and attitudes.

The Traffic Safety Branch Chief must possess the abilities, knowledge, and qualifications necessary for planning, supervising and directing the work of others, analyzing situations and adopting an effective course of action, and effectively contribute to the Department's equal opportunity objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Consequences of error from data collection, preparation, or analysis could result in erroneous Traffic Reports and studies. Incorrect or insufficient data could lead to ineffective highway projects or work orders that may reduce safety and operation of the highway facility. Errors in judgment can expose the department to increased liability and endanger the traveling public.

PUBLIC AND INTERNAL CONTACTS
Frequently meets with local government and State and Federal agency representatives, community organizations, stakeholders, property owners, contractors, consultants, the general public and other departmental staff to discuss and collaborate on project issues and/or safety improvement strategies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent must be able to meet the following requirements:

Mental Requirements: Must be able to organize and prioritize large volumes of varied documents. Enable others to acquire the tools and support they need to perform well. Responsibly willing to take reasonable risk; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage. Understand linkages between administrative competencies and mission needs. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Formulate effective strategies consistent with Caltrans' Mission and Vision statement. Develop new insights into situations and apply innovative solutions to make organizational improvements.

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Emotional Requirements: Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships, be tactful and treat others with respect. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Additional hours may be required and vacation restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

The majority of the work performed will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting. Outdoor work to conduct field reviews or collect field data may occasionally be required. Fieldwork may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, heights, and moving vehicles/equipment.

Travel is occasionally required.

TELEWORK - 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.

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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