

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION D8/Operations/TMC/(EFIS #2281)	
WORKING TITLE TMC Technician	POSITION NUMBER 908-350-3175-917	REVISION DATE 10/31/2025

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

GENERAL STATEMENT:

Under the supervision and direction of a Senior Transportation Engineer, the Transportation Engineering Technician will perform nonprofessional engineering duties in the Transportation Management Center (TMC) with responsibilities related to monitoring and evaluating urban freeway system operations and minimizing delays caused by congestion. This position requires constant changes in work hours and days to meet the operational needs of the TMC. The incumbent may work intermittent shifts, weekends, and holidays. Work assignments in the TMC require the incumbent to successfully complete a background investigation per California Highway Patrol (CHP).

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - 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. (Employee Excellence - 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. (Employee Excellence - Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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 - Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Monitor freeway operations and perform engineering calculations for the reduction of traffic data. Assist in developing and implementing traffic management plans, including using and operating all TMC traffic control and monitoring equipment such as Changeable Message Signs (CMS), Closed Circuit Television Cameras (CCTV), California Highway Patrol (CHP) Computer Aided Dispatch (CAD), Lane Closure System (LCS), QuickMap, telephone, two-way radio and Highway Advisory Radio (HAR).

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25%	E	Monitor and review traffic congestion and conditions through the Advanced Transportation Management System (ATMS) to distinguish the non-recurrent traffic congestion from recurrent conditions. Evaluate the severity and the need to respond by verifying the type of incident. Communicate the status with other team members on the Operations Floor including California Highway Patrol Officers and Maintenance Dispatchers. Communicate with the Traffic Management Team (TMT) for the evaluation of deployment of the TMT to the scene.
20%	E	Compile data from the Transportation Management Center (TMC) daily operations and use this data to construct graphs, charts, plots and files. This data will come from several computers and manual systems in the Transportation Management Center. Work with Transportation Engineers and System Analysts in retrieving data related to TMC operations. Collect and record data related to traffic system elements in the TMC as well as system field elements.
10%	M	Provide support and assistance to CHP and Caltrans dispatchers. Operate radio-telephone equipment, handle radio communications, and exercise independent judgment and initiative in emergency situations. Receive calls requesting assistance to maintain highway and freeway systems. Dispatch mobile units to specified points as directed. Monitor District radio transmissions. Monitor road and weather condition information and disseminates to various interdepartmental functional units, a variety of other organizations, and indirectly to the public. Maintain logs of messages and road, lane, and ramp closures. Prepare reports and records.

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 designated as rank and file under collective bargaining and does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of traffic characteristics, the District freeway system and surrounding highway network as well as an understanding of the fundamentals of two-way radio communication and procedures. Knowledge of basic math for traffic reduction and data calculations; must be able to develop knowledge and understanding of basic fundamentals of nonprofessional engineering lending to the ability to analyze traffic situations. Proficient with computer programs and software such as Microsoft Office and other general office software. Ability to communicate clearly both orally and in writing; follow oral and written instructions; prepare short written messages. Ability to work cooperatively with others. Must be able to perform multiple tasks during emergencies and provide TMC and dispatch support throughout an emergency. Ability to comprehend, interpret, and analyze radio and telephone messages and observations from the freeway operations status display (geographical, real time, database) in order to take proper action and make appropriate notifications to staff and/or management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Assist in making decisions concerning the operation of information systems in the TMC. Errors in judgment may result in increased delay/congestion and liability to the State.

PUBLIC AND INTERNAL CONTACTS

Must be able to meet and communicate frequently with internal and external partners including Caltrans, CHP, other local agency staff. Effectively express facts to individuals about incidents.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using multiple keyboards and video display terminals. Must be able to perform multiple tasks during emergencies and stressful situations. This position may require working irregular hours including night shifts, weekends, and holidays. Must demonstrate emotional stability and even temperament; show willingness and initiative to take independent and appropriate action.

WORK ENVIRONMENT

The incumbent will work in a control room facility under dimmed artificial lighting and climate-controlled temperatures. The incumbent may be exposed to considerable noise from multiple communication radios and telephones.

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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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